Learning Content Management System (LCMS)

JKO Course Builder

User Manual

October 2013

Prepared by JKO Joint Management Office:
Mr. Mike Barnum
Knowledge Services Plans and Implementation
757-203-6164
michael.t.barnum3.civ@mail.mil

The **JKO Learning Content Management System (LCMS)** is an integrated suite of GOTS tools JKO provides to enable stakeholders in advancing distance learning for joint training. The JKO LCMS provides a Web-based, multi-user environment that enables stakeholders to create, manage and deliver Web-based training -- not only training modules, but also managing and editing the individual pieces that make up a training curriculum or program.

The JKO LCMS includes the Web-based content authoring tool, JKO Course Builder and the JKO Learning Management System (LMS). Courses created in Course Builder can be automatically uploaded into the JKO LMS. The JKO LMS manages delivery of self-paced, Web-based training, including the tracking, documentation, and reporting of learner progress. The JKO LMS integrates with the Army Training Requirements and Resources System (ATRRS) for DoD-wide training recording and reporting.

The JKO LCMS provides stakeholders a significant capability to create and manage their internal training needs. JKO Course Builder and the JKO LMS are available to any government agency without licensing fees.

Please record any updates or changes made to this document.

DEVELOPED/UPDATED	DATE	COMMENTS
Version 1.0	9/29/10	Initial Release
Version 1.1	10/18/10	Customized for JKDDC JMO
Version 1.2	3/31/11	First Quarter Update
Version 1.3	6/10/11	Second Quarter Update
Version 1.4	5/31/12	Release 4 Update
Version 2.0	9/30/13	JKO Course Builder Update

TABLE OF CONTENTS

1. Introduction 1
1.1 Purpose 1
1.2 Audience 1
2. Using This Manual 2
3. JKO Course Builder Overview 3
3.1 System Requirements 3
3.1.1 General System Requirements 3
3.1.2 Browsers and Settings 3
3.2 User Roles 3
4. Getting Started 5
4.1 Getting Started Tasks 5
4.1.1 Log In To JKO Course Builder 5
4.1.2 Close (Exit) JKO Course Builder 6
5. Navigation 7
5.1 Tabs 7
5.2 Gadgets 8
5.2.1 Minimized View 9
5.2.2 Maximized 9
5.2.3 Collapsed 9
5.2.4 Expanded 10
5.3 Section 10
6. Basic Features 11
6.1 Results Display 11
6.2 Filter 11
6.3 Sort 12
6.4 Pagination Controls 12
6.5 Required Fields 12
6.6 Progress Indicator 12
6.7 Buttons 12
6.8 Icons 13
7. Getting Help 14
7.1 Tool Tips 14
7.2 Help Desk Support 14
7.3 JKO Course Builder Administrators 14

8. Course Builder Tab 15
8.1 My Inbox Gadget 15
8.1.1 My Inbox Roles 16
8.1.2 My Inbox Tasks 17
8.1.2.1 Read Messages in My Inbox 17
8.1.2.2 Delete Messages in My Inbox 18
8.2 Courses I Manage Gadget 20
8.2.1 Courses I Manage Roles 21
8.2.2 Courses I Manage Tabs 21
8.2.3 Courses I Manage Tasks 23
8.2.3.1 View Current or Active Courses You Manage 24
8.2.3.2 View Published or Maintained Courses You Manage 24
8.2.3.3 View Inactive Courses You Manage 25
8.2.3.4 View All (Active, Published, and Inactive) Courses You Manage 26
8.2.3.5 Create a New Course 27
8.2.3.6 Edit Properties of an Existing Course 31
8.2.3.7 Add or Remove Team Members from a Course 35
8.2.3.8 Deactivate a Course 38
8.2.3.9 Activate a Course 39
8.2.3.10 Delete a Course 40
8.2.3.11 Create a New Version of a Course 41
8.2.3.12 Create a Copy of a Course 43
8.2.3.13 Set Up a Review Period for a Course 45
8.2.4 Publishing a Course 46
8.2.4.1 Publish Your Course to the Learning Management System (LMS) 47
8.2.4.2 Publish Your Course to a Content Package Only 51
8.2.4.3 Publish the Course Test Bank Only 54
8.2.4.4 Check the Results of a Publish Operation 56
8.2.4.5 View a List of Course Packages via the Courses I Manage Gadget 57
8.2.4.6 View a List Course Packages via the Publish Workspace 58
8.2.4.7 Download a Course Package via the Courses I Manage Gadget 60
8.2.4.8 Download a Course Package via the Publish Workspace 62
8.2.4.9 Delete a Course Package via the Course Workspace 64
8.3 Courses I Build Gadget 66

8.3.1 Courses I Build Tabs 69
8.3.2 Course Workspace 71
8.3.3 Design and Development 72
8.3.4 Courses I Build Roles 73
8.3.5 Courses I Build Tasks 74
8.3.5.1 View Current or Active Courses 74
8.3.5.2 View Published or Maintained Courses 75
8.3.5.3 View Inactive Courses 75
8.3.5.4 View Active, Published, and Inactive (All) Courses 76
8.3.5.5 View Course Properties Defined for a Course 77
8.3.5.6 View Team Members Assigned to a Course 78
8.3.5.7 View Review Periods Defined for a Course 79
8.3.5.8 View or Edit Knowledge-Based Question Options for a Course 79
8.3.5.9 Add Terminal and Enabling Learning Objectives to a Course 81
8.3.5.10 Edit Learning Objectives for a Course 83
8.3.5.11 Delete Terminal or Enabling Learning Objectives from a Course 84
8.3.5.12 Re-sequence Terminal Learning Objectives within a Course 84
8.3.5.13 Re-sequence Enabling Learning Objectives within a Course 85
8.3.5.14 Associate or Remove Enabling Learning Objectives for a Lesson 86
8.3.5.15 View or Edit Course Resources 87
8.3.5.16 Add Library Files to a Course 88
8.3.5.17 Add Table of Contents Files to a Course 89
8.3.5.18 Add a Help File to a Course 90
8.3.5.19 Upload a Glossary for a Course 90
8.3.5.20 Create a Custom Glossary for a Course 91
8.3.5.21 Add a Directory to a Course 92
8.3.5.22 Add an Item (Lesson) to a Course 94
8.3.5.23 Associating Learning Objectives with an Item (Lesson) 95
8.3.5.24 Add an Assessment (Pretest or Posttest) to a Course 97
8.3.5.25 Add a Content Page to a Lesson 97
8.3.5.26 Adjust Page Assets Using a Flexible Content Layout Template 99
8.3.5.27 Change the Content Layout Template for a Page 100
8.3.5.28 Link Text to a URL Outside of the Course 103

8.3.5.29 Add or Edit Text in a Page 104
8.3.5.30 Add a Graphic to a Page 105
8.3.5.31 Add a Video File to a Page or Edit Video Properties 107
8.3.5.32 Add or Edit a Flash Animation in a Page 109
8.3.5.33 Add an Audio Asset in a Page or Edit Audio Properties 111
8.3.5.34 Request a Media File to be Created for a Page 113
8.3.5.35 Reorder Directories within a Course 114
8.3.5.36 Reorder Items within a Course 116
8.3.5.37 Reorder Pages within an Item 117
8.3.5.38 Import PowerPoint Content into an Item (Lesson) 119
8.3.5.39 Preview the Content of a Page 121
8.3.5.40 Preview the Content of an Item (Lesson) 123
8.3.5.41 Remove a Directory, Item, or Page from a Course 124
8.3.6 Mobile Courseware Development 125
8.3.6.1 Create a Mobile Course 125
8.3.6.2 Modify the Content of the Course Entry Page 125
8.3.6.3 Add Content to a Mobile Course 126
8.4 Assessments 131
8.4.1 Assessment Types 132
8.4.2 Objectives and Assessments 132
8.4.3 Add an Assessment to a Course 133
8.4.4 Edit an Assessment in a Course 135
8.4.5 Add Objectives to an Assessment 136
8.4.6 Delete an Assessment 137
8.4.7 Modify the Assessment Properties 139
8.4.8 Associate Remediation to an Assessment (Posttest Only) 140
8.4.9 Add a Question to an ELO 142
8.4.9.1 Multiple Choice 145
8.4.9.2 True / False 146
8.4.9.3 All That Apply 147
8.4.9.4 Fill in the Blanks 148
8.4.9.5 Matching 149
8.4.9.6 Sorting 150
8.4.10 Delete an Existing Question from an ELO 151

8.4.11 Edit an Existing Question in an ELO 152
9. Media Tab 154
9.1 My Media Gadget 154
9.1.1 My Media Tabs 154
9.1.2 My Media Roles 157
9.1.3 My Media Tasks 157
9.1.3.1 View Current or Active Courses to which I am Assigned 157
9.1.3.2 View Published or Maintained Courses to which I am Assigned 158
9.1.3.3 View All Courses to which I am Assigned 159
9.1.3.4 View Team Members Assigned to this Course 160
9.1.3.5 View Media Requests for a Course 162
9.1.3.6 Display Media Requests for a Course by Asset Type 163
9.1.3.7 Display Media Requests for a Course by Status 163
9.1.3.8 View or Print Media Checklist for a Course 164
9.1.3.9 View or Print Storyboards for a Course 165
9.1.3.10 Upload Graphic Image File through My Media 166
9.1.3.11 Upload Audio File through My Media 168
9.1.3.12 Upload Video File through My Media 169
9.1.3.13 Upload Flash File through My Media 171
10. Review Tab 173
10.1 For My Review Gadget 173
10.1.1 For My Review Gadget Overview 173
10.1.2 For My Review Roles 175
10.1.3 Review Workspace Overview 176
10.1.3.1 Course Outline Pane 177
10.1.3.2 Preview Pane 177
10.1.3.3 Reviewer Comments Pane 177
10.1.4 Comment Matrix Overview 178
10.1.5 For My Review - Reviewer Tasks 181
10.1.5.1 View the List of Courses Needing Your Review 181
10.1.5.2 Review and Comment on the Course Properties of a Course 182
10.1.5.3 Review and Comment on an Item (Lesson) in a Course 183
10.1.5.4 Review and Comment on a Page in a Course 184
10.1.5.5 Review and Comment on an Asset in a Page in a Course 185

10.1.5.6 Review and Comment on Resources in a Course 187
10.1.6 For My Review - Lead Reviewer Tasks 188
10.1.6.1 Accept a Comment Associated with a Course 188
10.1.6.2 Reject a Comment Associated with a Course 190
10.1.6.3 Send a Comment for Rework 192
10.1.6.4 Close a Comment Associated with a Course 194
10.1.7 For My Review – Other Tasks 196
10.1.7.1 Add a Note to a Comment Associated with a Course 197
10.1.7.2 Resolve a Comment Associated with a Course 198
11. Reports Tab 201
11.1 Reports Gadget 201
11.1.1 Reports Workspace 202
11.1.2 JKO Course Builder Roles 203
11.1.3 JKO Course Builder Reports Tasks 204
11.1.3.1 Generate an Audio Transcript Report 204
11.1.3.2 Generate a Course Status Report 205
11.1.3.3 Generate an Errors/Warnings Report 207
11.1.3.4 Generate a Personnel Allocation Report 209
11.1.3.5 Generate a Reviewer Comments Report 211
12. Template Management Tab 213
12.1 User Interface (UI) Templates Gadget 213
12.1.1 UI Templates Tabs 214
12.1.2 UI Templates Tasks 216
12.1.2.1 View Existing UI Templates 217
12.1.2.2 Add a New UI Template 218
12.1.2.3 Import a JKO Course Builder User Interface (UI) Template 221
12.1.2.4 Edit a UI Template 222
12.1.2.5 Copy a UI Template 226
12.1.2.6 Export a UI Template 228
12.1.2.7 Delete a UI Template 230
12.1.2.8 Change Default Settings for UI Templates 232
12.2 Content Layout Templates (CLT) Gadget 234
12.2.1 CLT Tabs 235
12.2.2 CLT Tasks 237

12.2.2.1 View Existing Content Layout Templates 238
12.2.2.2 Add a New Content Layout Template 240
12.2.2.3 Adding Assets to a Content Layout Template 241
12.2.2.4 Import a Content Layout Template 244
12.2.2.5 Edit a Content Layout Template 245
12.2.2.6 Copy a Content Layout Template 247
12.2.2.7 Export a Content Layout Template 249
12.2.2.8 Delete a Content Layout Template 251
13. System Administration Tab 254
13.1 Admin Utilities Gadget 254
13.1.1 Admin Utility Links 254
13.1.2 Admin Utilities Roles 254
13.1.3 Technical Administration Tasks 255
13.1.3.1 Manage the Spell Checker Dictionary 255
13.1.3.2 Manage XML File Generation 255
13.1.3.3 Manage the Application Skin 257
13.2 User Management Gadget 257
13.2.1 User Management Tabs 257
13.2.2 User Management Roles 259
13.2.3 User Management Tasks 259
13.2.3.1 Add Accounts 260
13.2.3.2 Modify the Roles Associated with a JKO Course Builder Account 263
13.2.3.3 Deactivate or Activate a JKO Course Builder Account 267
Appendix A: Acronym List 273
Appendix B: Glossary 275
Appendix C: JKO Course Builder Roles by Gadget 278
Appendix D: CSS IDs for UI Template Elements 279
Appendix E: Joint Investment Database (JIDB) Request for Service 280

LIST OF TABLES

Table 1: JKO Course Builder Role Descriptions 4
Table 2: JKO Course Builder Button Descriptions 12
Table 3: Courses I Manage Icons 20
Table 4: Courses I Build Icons 67
Table 6: My Media Icons 154
Table 7: User Interface Templates Icons 173
Table 8: Reports Icons 201
Table 9: UI Template Gadget Icons 213
Table 10: UI Templates Tasks 216
Table 11: CLT Icons 234
Table 12: User Management Icons 257

1. Introduction

JKO Course Builder is part of the JKO Learning Suite. It is a comprehensive Learning Content Management System (LCMS) solution for content authoring. JKO Course Builder enhances team performance by allowing project team members to rapidly create interactive learning, simulations and assessments anytime and anywhere.

1.1 Purpose

The intent of this user manual is to present an in-depth knowledge of JKO Course Builder. In some cases, real life project examples are integrated in a step-by-step approach. This user manual was developed carefully to ensure that all users would understand how to execute tasks in JKO Course Builder.

1.2 Audience

The intended audience for this user manual is any team responsible for curriculum development and maintenance. No experience is assumed. Regardless of role, this user manual will provide a sound and easy-to-follow pedagogy that combines a step-by-step approach with corresponding screens, in most cases.

2. Using This Manual

The JKO Course Builder user manual provides detailed step-by-step instruction on how to use the online content creation tool. The material is divided into chapters and appendices with tables and figures to enhance the user's ability to follow the steps and information. The following chapters are included in this version:

- Chapter 1 - Introduction to JKO Course Builder
- Chapter 2 - Using this Manual
- Chapter 3 – JKO Course Builder Overview
- Chapter 4 - Getting Started
- Chapter 5 - Navigation
- Chapter 6 - Basic Features
- Chapter 7 - Getting Help
- Chapter 8 – Course Builder Tab
- Chapter 9 - Media Tab
- Chapter 10 - Review Tab
- Chapter 11 - Reports Tab
- Chapter 12 - Template Management Tab
- Chapter 13 - System Administration Tab

3. JKO Course Builder Overview

The JKO Course Builder is part of the JKO Learning Content Management System (LCMS). This section of the user manual provides you with information on the minimum system requirements for JKO Course Builder.

3.1 System Requirements

In order to display the JKO Course Builder tool on your desktop, you or your information systems manager should verify that you have the general system requirements listed in the next sections.

3.1.1 General System Requirements

- Operating System: Windows, Macintosh, Linux
- Screen resolution: 1280 x 1024
- Web-browser with JavaScript support
- JavaScript enabled
- Plug-ins: Adobe Flash Player, Adobe Acrobat Reader 5.0 or higher
- Capability to run applets through Virtual Machine (VM) or Java Runtime Engine (JRE)
- Soundcard and speakers (recommended, but not required)
- Common Access Card (CAC) reader (recommended, but not required)

3.1.2 Browsers and Settings

- Best viewed in Microsoft Internet Explorer 7.0 or 8.0; Mozilla Firefox 3.2 is also supported (note that Internet Explorer 9.0 is *not* supported for the JKO LCMS; if you are running Internet Explorer 9.0 or higher you must enable Compatibility Mode)
- Both Java and JavaScript must be enabled

3.2 User Roles

JKO Course Builder is a role-based system with a total of eight roles associated with it. Each role will have access to the gadgets that are necessary to complete the tasks assigned to that role within JKO Course Builder. Users may be assigned to multiple roles within the application; for example, a user may be both a Content Developer and a Media Developer.

A user must be assigned a role or multiple roles. Once the roles are assigned to a user, the user will show up on a list of available users to select for a course. For example, Course Owners can choose to give an individual user the role on a course owned by that Course Owner. If a given user does not have the role associated with their user ID, they will not show up on the list of available users that can be added to the role for a given course.

For example: If user JDOE has the Media Developer role at the system level, then Pablo (a Course Owner) can add JDOE as a Media Developer to his courses. However, if JDOE

does not have the Media Developer role at the system level, then Pablo cannot add JDOE as a Media Developer to any of his courses.

If JDOE has the Media Developer role at the system level, JDOE will see the gadget associated with the Media Developer role. However, that gadget will only have data for courses where JDOE has been added to the course team as a Media Developer. The following table contains complete descriptions of the roles associated with JKO Course Builder. In addition, Appendix C contains a comprehensive listing of gadgets available by role.

Table 1: JKO Course Builder Role Descriptions

JKO COURSE BUILDER ROLE	DESCRIPTION
Course Owner	A Course Owner has authority to create and delete courses within JKO Course Builder. The Course Owner is typically responsible for the final course content of the courses they own. The Course Owner also has access to content development functions for courses they own.
Content Developer	The Content Developer is responsible for developing course content. This includes defining the course structure and adding, deleting and modifying all types of course content.
Media Developer	The Media Developer is responsible for developing media (i.e., audio, graphics, flash animation, video) for courses developed in JKO Course Builder. The Media Developer can add, delete and change media content but cannot change the course structure, text content, etc.
Template Developer	The Template Developer is responsible for creating User Interface (UI) templates and/or Content Layout Templates (CLTs) for use by Course Owners and Content Developers.
Lead Reviewer	The Lead Reviewer is responsible for reviewing and providing feedback on the course content. This person is typically a subject matter expert in the course content or an expert in instructional design. The Lead Reviewer has the ability to adjudicate comments from other Reviewers and to change the status of review comments.
Reviewer	A Reviewer is responsible for reviewing and providing feedback on the course content. This person is typically a subject matter expert in the course content or an expert in instructional design.
Learning Content Management System Administrator	The Learning Content Management System (LCMS) Administrator has administrative privileges for the JKO Course Builder application.
Learning Content Management System Technician	The Learning Content Management System (LCMS) Technician is focused on supporting the development, management and publishing of the content that will be delivered to the JKO LMS.

4. Getting Started

Before you can use the JKO Course Builder tool, you must be given an account, which will be associated with your role in the "Nemesis" development server iteration of the JKO LMS. You will not be able to access JKO Course Builder without this account. To request an account, please take the following steps:

- Create a JKO account at http://jko.jten.mil or https://jkodirect.jten.mil by following the directions on the splash page.
- Take the J7OP-US364 Introduction to JKO Course Builder online course (0.5 hours) on the JKO LMS.
- Take the J7OP-US612 JKO Course Builder DCO Facilitated Training (1.5 hours).
- Create an account on the "Nemesis" development server at https://nemesis.jten.mil.
- Send an email to karyn.b.conklin.ctr@mail.mil notifying that the training has been completed. Provide your Nemesis username and the JKO Course Builder role(s) desired.
- Once you're notified by the JKO Course Builder Administrator that your JKO Course Builder account has been created, go to Nemesis (https://nemesis.jten.mil) and log in. You'll see the JKO Course Builder link in the upper right.

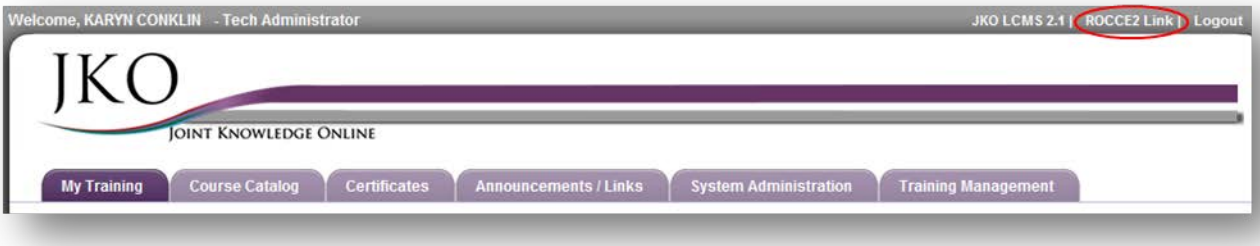
4.1 Getting Started Tasks

This section addresses how to login and exit the JKO Course Builder tool.

4.1.1 Log In To JKO Course Builder

JKO Course Builder resides on the "Nemesis" development server and requires JKO authentication for access. There are two ways to authenticate: (1) with a Common Access Card (CAC) or (2) with a username and password.

1. Go to https://nemesis.jten.mil.
2. A login page will appear requesting your Nemesis username and password. Alternatively, you can select "Login using my CAC". Select your method of login.
3. Once logged in you will see the Nemesis development server home page, which is identical to the live JKO LMS, with the JKO Course Builder link in the upper right corner. Click the JKO Course Builder link to launch the application.



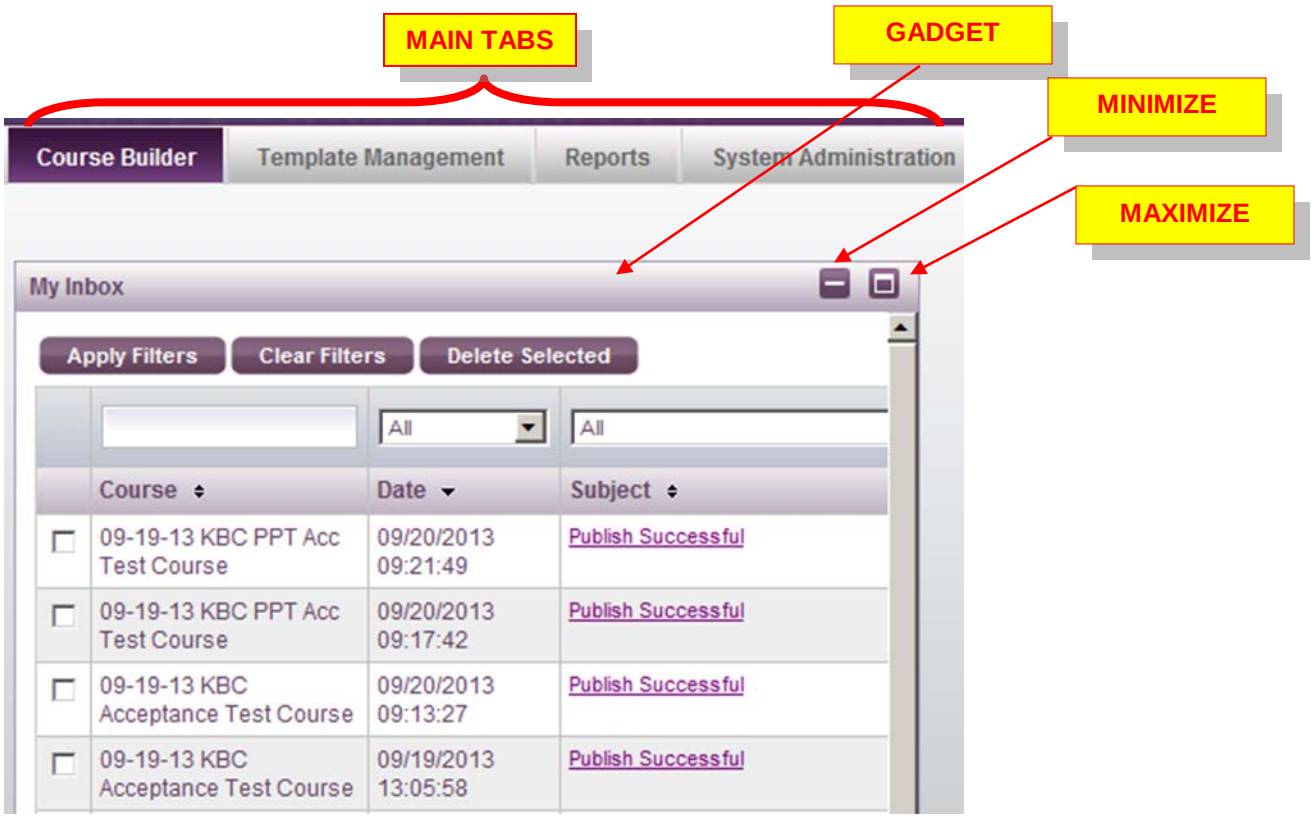
4.1.2 Close (Exit) JKO Course Builder

To exit JKO Course Builder, use the following steps:

1. From any screen of the JKO Course Builder application, click the Logout link in the upper right corner of the screen.

5. Navigation

JKO Course Builder uses industry best practices for navigating the application. This section of the manual introduces the common elements of the application.

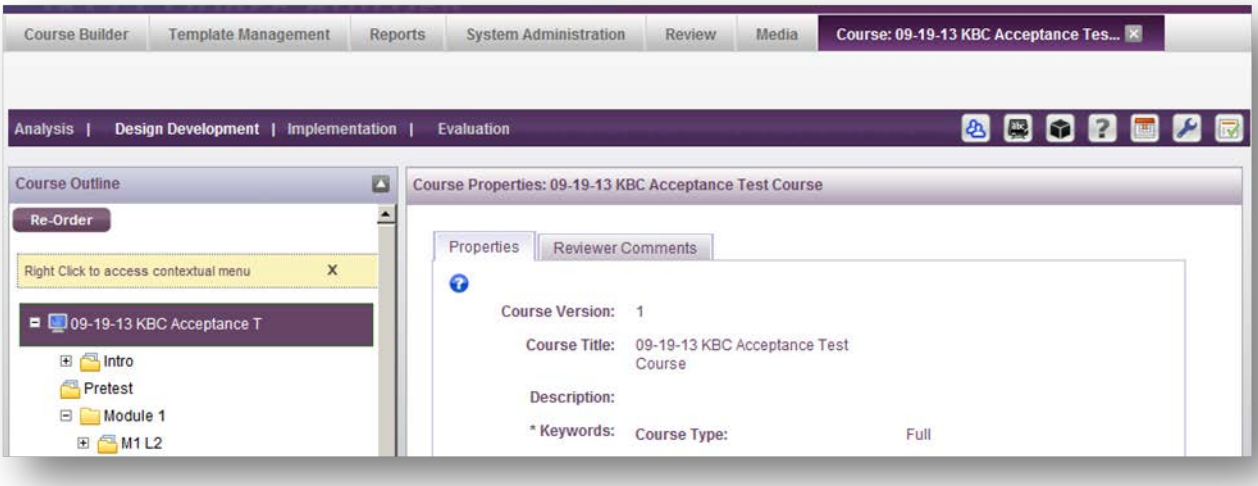


5.1 Tabs

A tab is a set of role-related functionalities. The JKO Course Builder application contains the following **main** tabs:

- Course Builder
- Reports
- Template Management
- System Administration
- Review
- Media

Within main tabs are **gadgets**. Depending on your role, you will have one or more gadgets available within a main tab. Within a gadget, you will have the ability to open a **workspace** that displays the information you select. The title of the information you select will display as a tab next to the main tabs to allow you to navigate between the workspace and other functions. More than one workspace can be open at a time. Only workspace tabs may be closed.

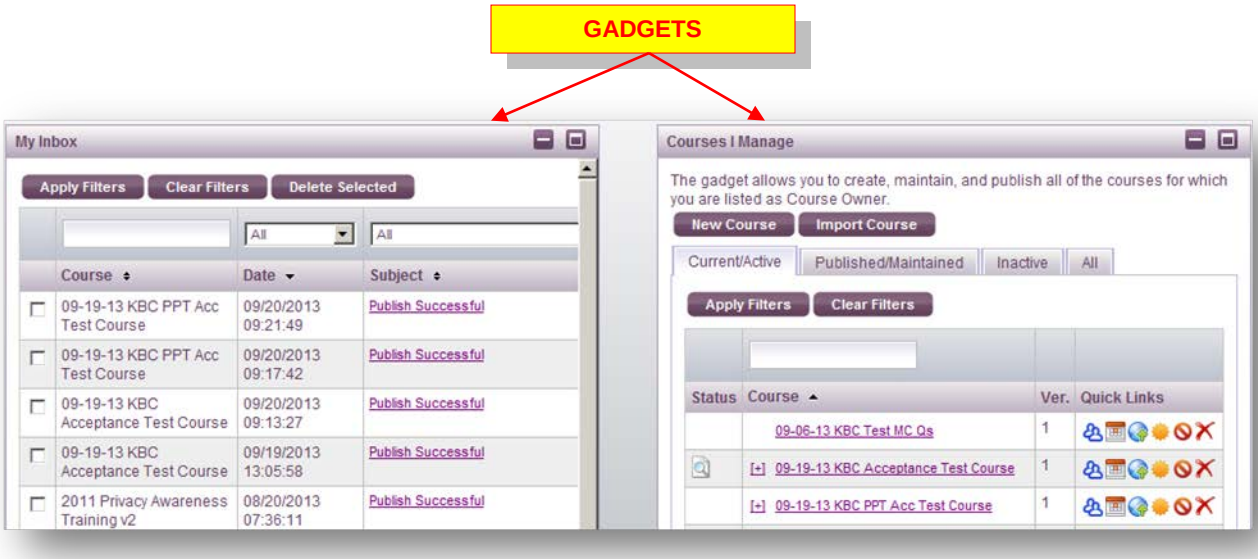


To close a Workspace tab do the following:

1. Click the **X** on the workspace tab.

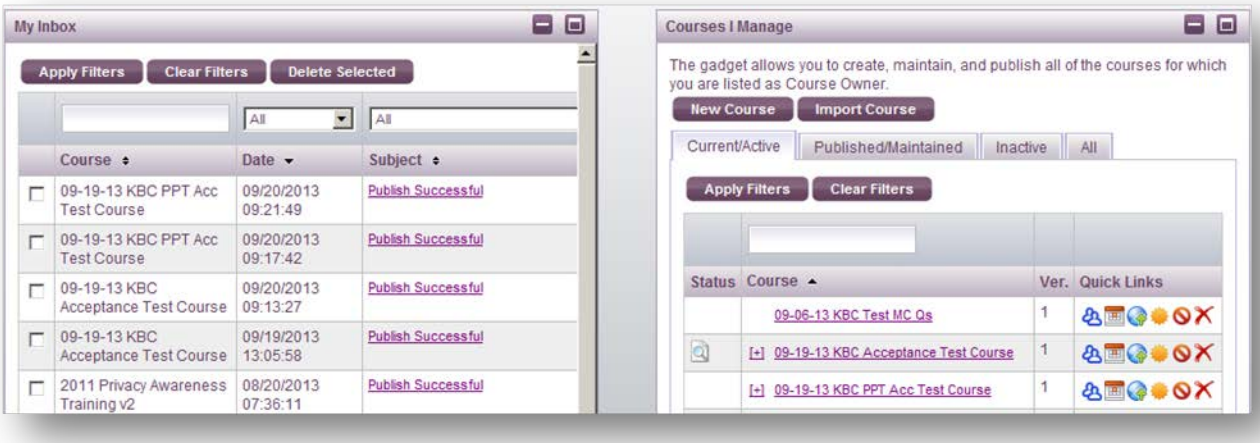
5.2 Gadgets

A gadget is a snapshot of the most commonly used information and actions associated with your role. Gadgets exist in one of four views—maximized, minimized, collapsed, and expanded.



5.2.1 Minimized View

The minimized view of a gadget is the default view. Gadgets in this view display in a fixed size and location on the screen. From this view, you can collapse the gadget so just the title of the gadget appears on the tab or maximize it to view a comprehensive list of information.



5.2.2 Maximized

The maximized view of a gadget presents the full set of information and actions related to the functionality. This view enlarges the gadget from its default view of minimized by overlapping the other gadgets on the tab.

5.2.3 Collapsed

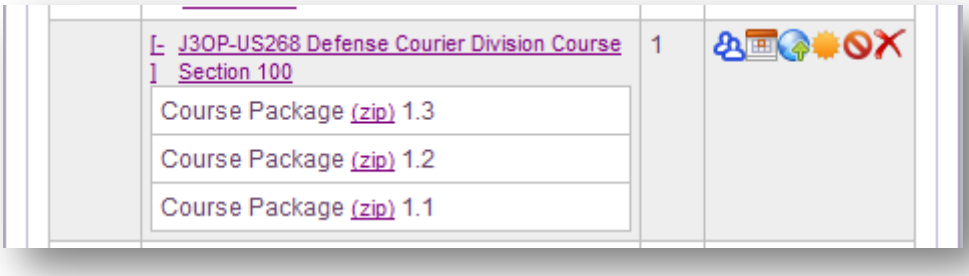
Collapsing a gadget shows just the title bar for that gadget. To collapse a gadget, click the icon. This option is only available from the minimized view.

5.2.4 Expanded

The option to expand a gadget only appears when the gadget is in the collapsed view. To expand a gadget, click the icon. By default, all gadgets in the minimized view are expanded.

5.3 Section

Depending on the amount of data a gadget displays, sections might be used to group similar pieces of information. The system identifies sections with a box around the information and a title at the top.

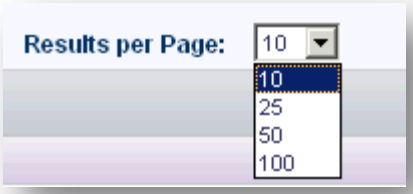

[-] J3OP-US268 Defense Courier Division Course Section 100
1
Course Package (zip) 1.3
Course Package (zip) 1.2
Course Package (zip) 1.1

6. Basic Features

This section explains some of the basic features of JKO Course Builder.

6.1 Results Display

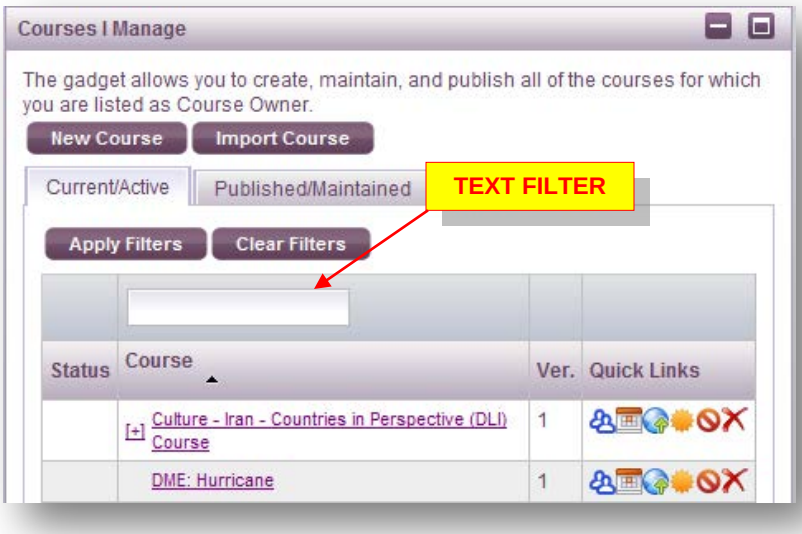
If results number 10 or more, a **Results per Page** field displays with a dropdown list allowing for the following selections: 10, 25, 50, or 100. The LCMS generally defaults to show 10 results per page.



6.2 Filter

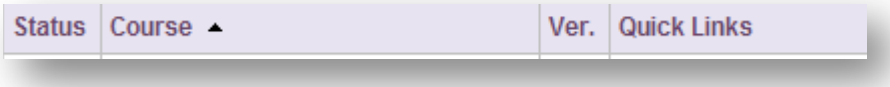
JKO Course Builder provides the means to filter the data presented on most tables with in-column filters. These filters appear above the column heading and allow for either a text entry or selection from a dropdown list. You may use multiple in-column filters together in any given table of data.

For a text entry filter, type the first few letters or the exact term you want in the box above the column and click **Apply Filters**. The list then displays only those items meeting the filter criteria. Click **Clear Filters** to reset the data.



6.3 Sort

JKO Course Builder enables the sorting of data by columns with the up/down icon. Click once to sort the data alphabetically in ascending order and a second time to sort in descending order.



6.4 Pagination Controls

Pagination controls appear at the bottom of the screen in either the minimized or the maximized view. These controls allow for moving forward or backwards, or selection of a certain page.

6.5 Required Fields

JKO Course Builder uses an asterisk (*) before or after a field title to indicate a required entry. You cannot save entries unless all required fields are completed. Some mandatory fields are customizable, and may not match exactly what appears in this manual.

6.6 Progress Indicator

A progress indicator appears in the center of the screen as the application processes, saves, or accesses program information.

6.7 Buttons

The following table provides descriptions of the different types of buttons most commonly used within the application.

Table 2: JKO Course Builder Button Descriptions

BUTTON	FUNCTION / DESCRIPTION
Save	*Used for storing/committing data to the database for future use within the system.*
Cancel	*Used for closing a window and/or stopping an action.*
Submit	*Used for when data is being sent elsewhere for use.*
Reset	*Used to reset all values on a screen back to the last save.*
Close	*Used when displaying information that requires no action from the user.*
OK	*Used for closing message windows.*
Create/Add	*Used in multiple instances to open a new form for capturing required data for records.*
Search	*Used for activating a search based on the criteria entered.*
Apply Filter	*Used for applying selected filters to the data table.*
Clear Filter	*Used for resetting the data table to its original state.*
Discard Changes	*Used for negating changes made on a screen.*

6.8 Icons

An icon table is included in each gadget section of this manual.

7. Getting Help

There is nothing more frustrating than needing help and not having access to it. To ensure that all users have access to help whenever they might need it, the following types of assistance are available to users:

- Tool Tips
- Help Desk Support at jkohelpdesk@jten.mil
- JKO Course Builder Administrators

7.1 Tool Tips

For those screen elements that are not intuitive, JKO Course Builder employs the use of tool tips. The user uses the mouse cursor to hover over an object or text on the screen, and a small amount of text displays, providing pertinent information to the user.

7.2 Help Desk Support

If you experience a problem with JKO Course Builder that cannot be resolved using this manual, please contact the JKO Help Desk at jkohelpdesk@jten.mil. Be sure to identify yourself, provide your contact information, and describe the problem in detail, including the browser used (i.e. Internet Explorer or Mozilla Firefox), time of day, specific steps taken, and any specific error message provided.

7.3 JKO Course Builder Administrators

If you encounter an issue with JKO Course Builder that the JKO Help Desk cannot solve, they will refer you to a JKO Course Builder Administrators. The Administrator will provide advice and assistance in resolving your issue.

8. Course Builder Tab

The Course Builder Tab is the default tab within the application and contains the following gadgets:

- Inbox
- Courses I Manage
- Courses I Build

This section of the manual provides an overview of these gadgets, including the step-by-step instructions for performing the associated tasks.

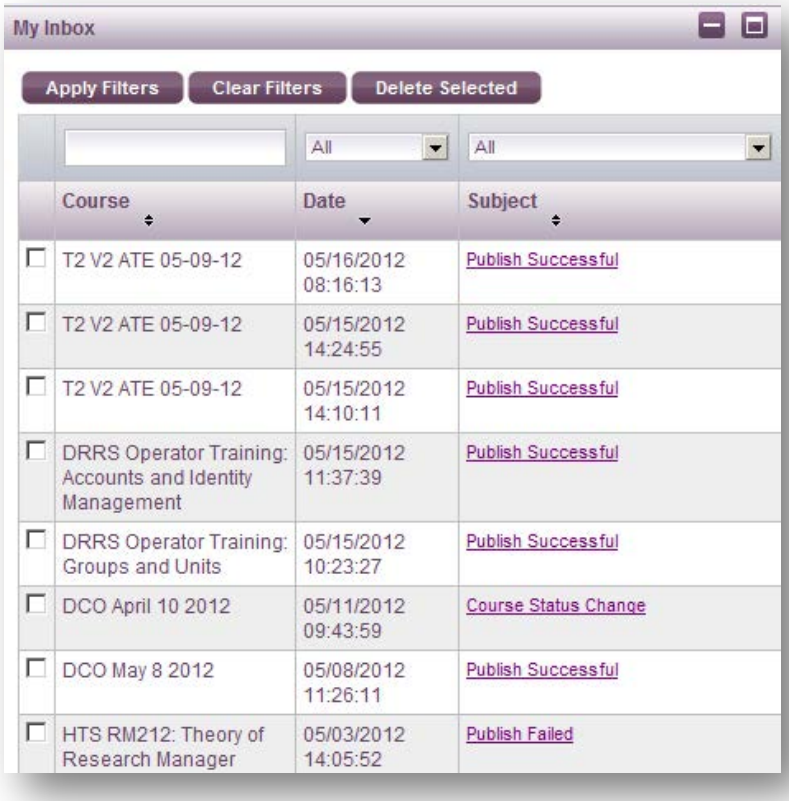
8.1 My Inbox Gadget

The **My Inbox gadget** is accessible on the Course Builder Tab and includes all of the functionality that is required to view and delete messages generated by the JKO Course Builder application.

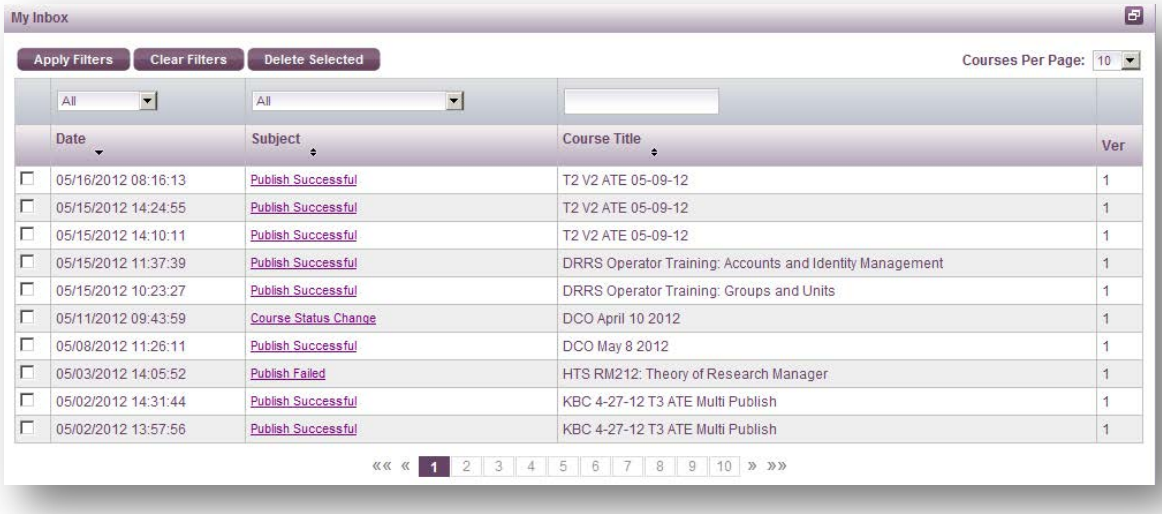
The **My Inbox gadget** stores all of the messages sent to you by the JKO Course Builder application. The messages include notifications indicating when:

- You are added or removed from a role on a Course Team. The message subject is “Content Team Updated” and a message will be generated when you are added or removed as a Course Owner, Content Developer, Media Developer, Lead Reviewer, or Reviewer.
- A course you are working on has a major status change. The message subject is “Course Status Change” and a message will be generated when a course you are assigned to:
  - Is moved to the Published/Maintained tab
  - Is Deactivated or Activated
- A publishing request you initiated completes. The message subject headings for this category of messages are “Publish Successful” and “Publish Failed”.

Minimized View



Maximized View


My Inbox
Apply Filters
Clear Filters
Delete Selected
Courses Per Page: 10
All
All
Date
Subject
Course Title
Ver
05/16/2012 08:16:13 Publish Successful T2 V2 ATE 05-09-12 1
05/15/2012 14:24:55 Publish Successful T2 V2 ATE 05-09-12 1
05/15/2012 14:10:11 Publish Successful T2 V2 ATE 05-09-12 1
05/15/2012 11:37:39 Publish Successful DRRS Operator Training: Accounts and Identity Management 1
05/15/2012 10:23:27 Publish Successful DRRS Operator Training: Groups and Units 1
05/11/2012 09:43:59 Course Status Change DCO April 10 2012 1
05/08/2012 11:26:11 Publish Successful DCO May 8 2012 1
05/03/2012 14:05:52 Publish Failed HTS RM212: Theory of Research Manager 1
05/02/2012 14:31:44 Publish Successful KBC 4-27-12 T3 ATE Multi Publish 1
05/02/2012 13:57:56 Publish Successful KBC 4-27-12 T3 ATE Multi Publish 1
« « 1 2 3 4 5 6 7 8 9 10 » »

8.1.1 My Inbox Roles

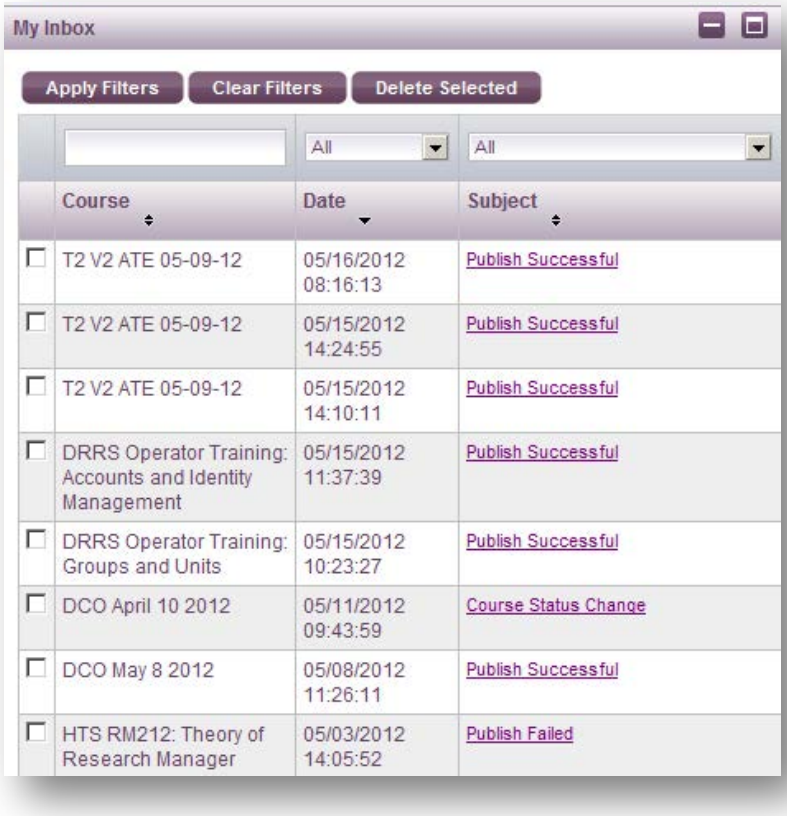
The **My Inbox gadget** is accessible for all JKO Course Builder roles.

8.1.2 My Inbox Tasks

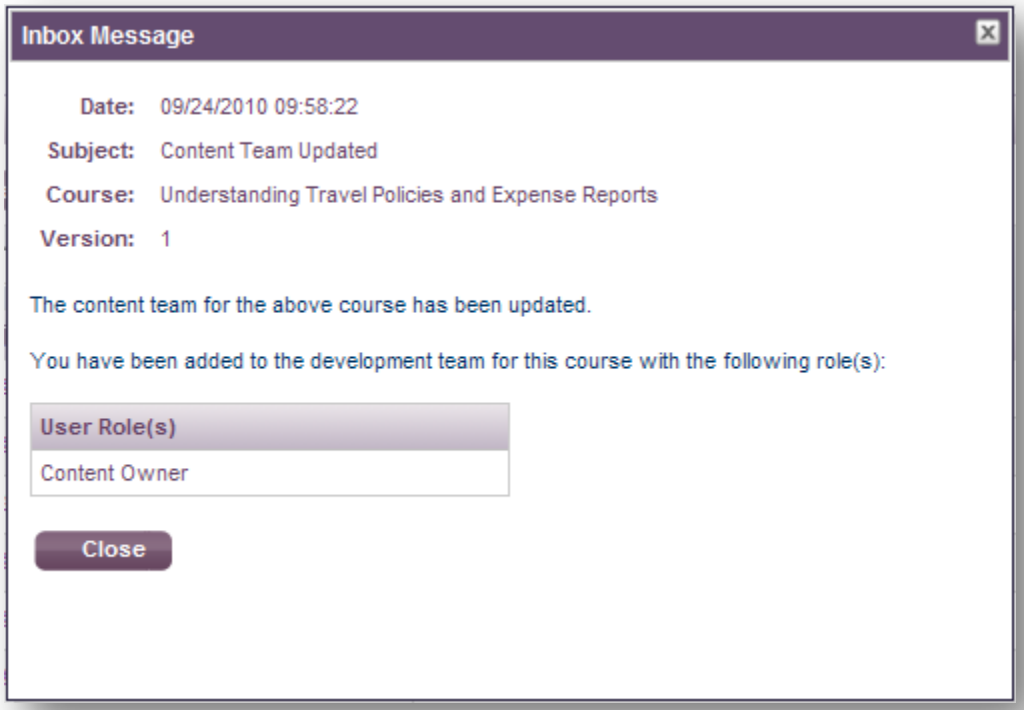
8.1.2.1 Read Messages in My Inbox

You can access and read each of the messages in your inbox. Use the following steps to read a message in your inbox.

1. Click on the Course Builder Tab. Under the **My Inbox gadget**, view the list of messages currently available in your inbox.



2. *Optional*. Use the filtering options to limit the list of messages by how recent the messages are (date) or by the message subject.
3. Click on the subject of a message to view the contents of the message. A dialog box will appear showing the message details.

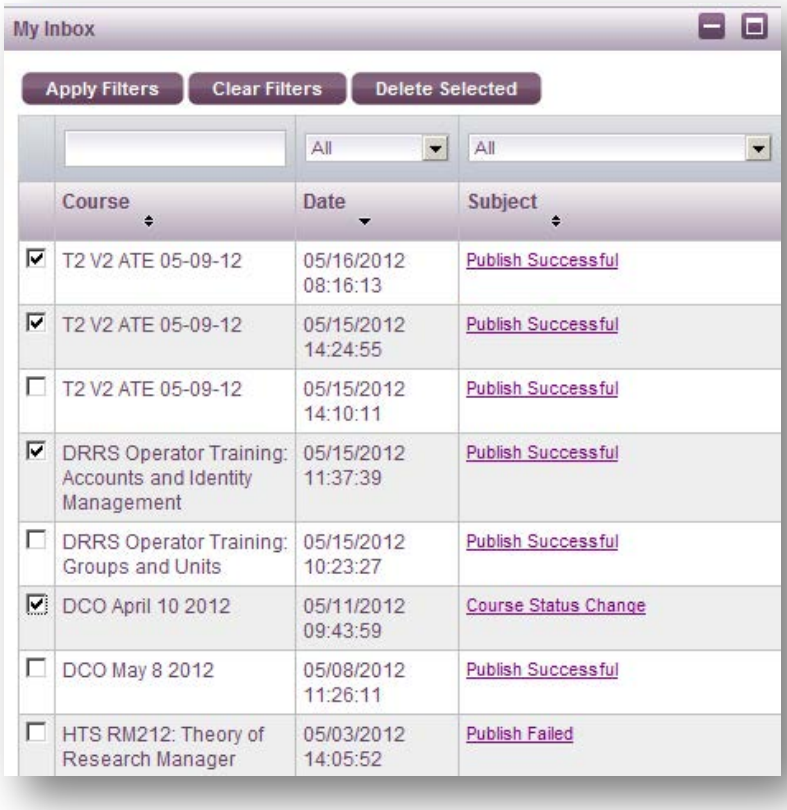

Inbox Message
Date: 09/24/2010 09:58:22
Subject: Content Team Updated
Course: Understanding Travel Policies and Expense Reports
Version: 1
The content team for the above course has been updated.
You have been added to the development team for this course with the following role(s):
User Role(s)
Content Owner
Close

4. Click the **Close** button on to close Inbox Message dialog box.

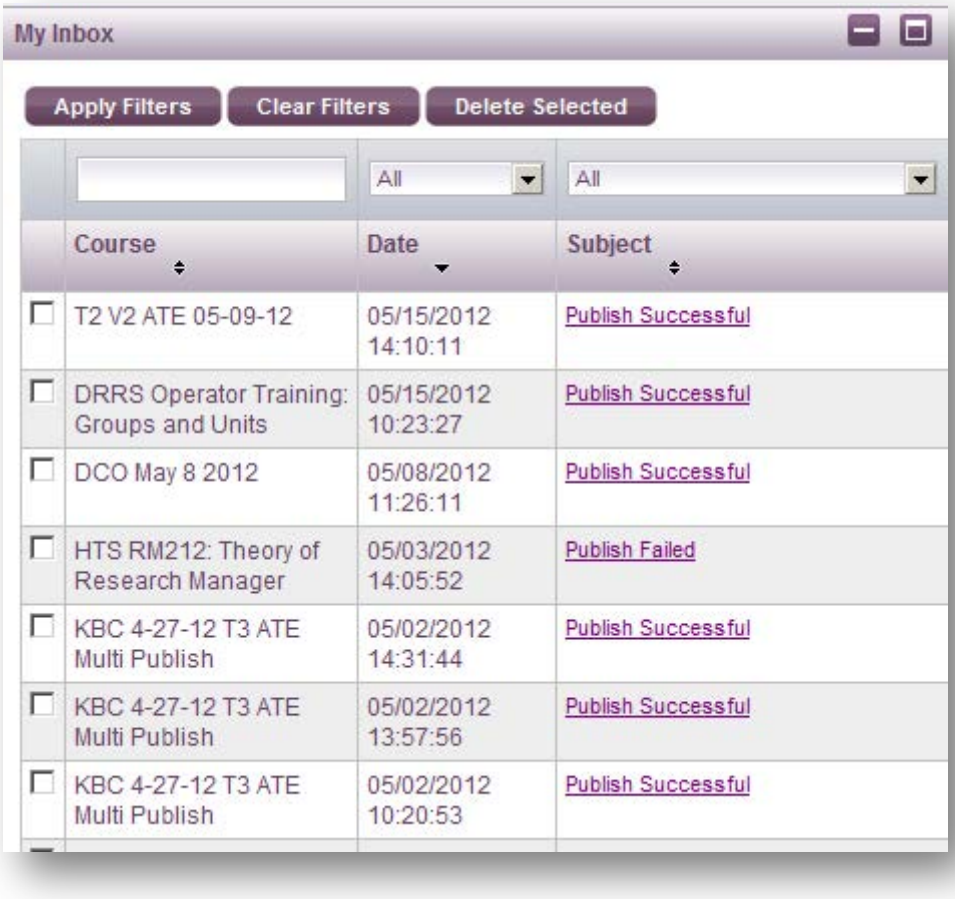
8.1.2.2 Delete Messages in My Inbox

You can delete messages from your inbox. Use the following steps to delete one or more messages from your inbox.

1. Click on the Course Builder Tab. Under the **My Inbox gadget**, view the list of messages currently available in your inbox.
2. *Optional*. Use the filtering options to limit the list of messages by how recent the messages are (date) or by the message subject.
3. Select the messages you want to delete.



4. Click **Delete Selected** to delete the selected messages. The selected messages are deleted from your inbox and the inbox displays any remaining messages.



8.2 Courses I Manage Gadget

The **Courses I Manage gadget** is accessible on the Course Builder Tab if the user has the Course Owner role at the system level. It includes all of the functionality required for a Course Owner to create a course and to establish the parameters of a course to be developed. The Courses I Manage gadget is also used to modify the course parameters after the course has been created.

Note: The **Courses I Manage gadget** displays only the courses for which you are assigned as a Course Owner.

The following table lists the icons used within this gadget.

Table 3: Courses I Manage Icons

ICON	FUNCTION / DEFINITION
	Team – this quick link icon takes you directly to the team workspace to view or edit the list of team members assigned to this course.
	Review Periods – this quick link icon takes you directly to the workspace to view or edit review timeframes for the course.

ICON	FUNCTION / DEFINITION
	Publish – this quick link icon takes you directly to the workspace to publish a course.
	New Version or Copy – this quick link icon allows you to create a new version of this course or a new course that is a copy of this course.
	Deactivate – this quick link icon allows you to deactivate a course. Inactive courses can be viewed, but cannot be edited.
	Delete – this quick link icon allows you to delete a course.
	Activate – this quick link icon allows you to re-activate an inactive course.
	Under Review – this status icon indicates that the course is under review.
	Locked for Review – this status icon indicates that the course has been locked during the current review period. It can be viewed, but not edited.
	Inactive – this status icon indicates that a course has been deactivated and is available as read-only and cannot be edited or deleted.

8.2.1 Courses I Manage Roles

The **Courses I Manage gadget** is accessible for the following JKO Course Builder roles:

JKO COURSE BUILDER ROLE	GADGET ACCESS
COURSE OWNER	✓
CONTENT DEVELOPER	
MEDIA DEVELOPER	
TEMPLATE DEVELOPER	
LEAD REVIEWER	
REVIEWER	
LCMS TECHADMIN	✓
LCMS ADMINISTRATOR	✓

8.2.2 Courses I Manage Tabs

The **Courses I Manage gadget** information is organized within four tabs:

- **Current/Active** – This tab includes courses that are currently being developed (both new courses and new versions of existing courses).
- **Published/Maintained** – This tab includes courses that have been published as final, but may require maintenance or editing. For example, if a typo is found in the course, then the course may be edited and republished to fix the typo.
- **Inactive** – This tab includes courses that have been deactivated. Edits cannot be made to the content of these courses.
- **All** – All courses which you manage or are assigned as Course Owner are available on this tab.

Each tab contains the following information in the minimized view:

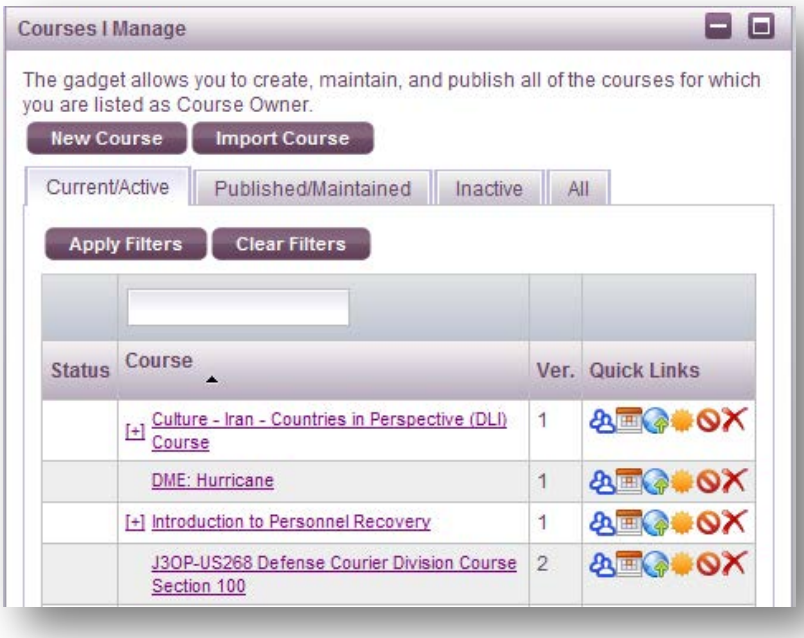
- **Status** – If a course is locked, or if the current date falls within the current review period for a course, the appropriate icons display.
- **Course** – The title of the course (the course description will display on hover).
- **Version** – The version number of the course.
- **Quick Links** – Icons that enable you to go directly to the desired course workspace.

Each tab contains the following additional information in the maximized view:

- **Course Type** – Courses can only be developed for full-screen viewing at this time.
- **Course Owners** – The Course Owner(s) as assigned in the JKO Course Builder application.
- **Keywords** – A truncated list of the keywords assigned to this course.

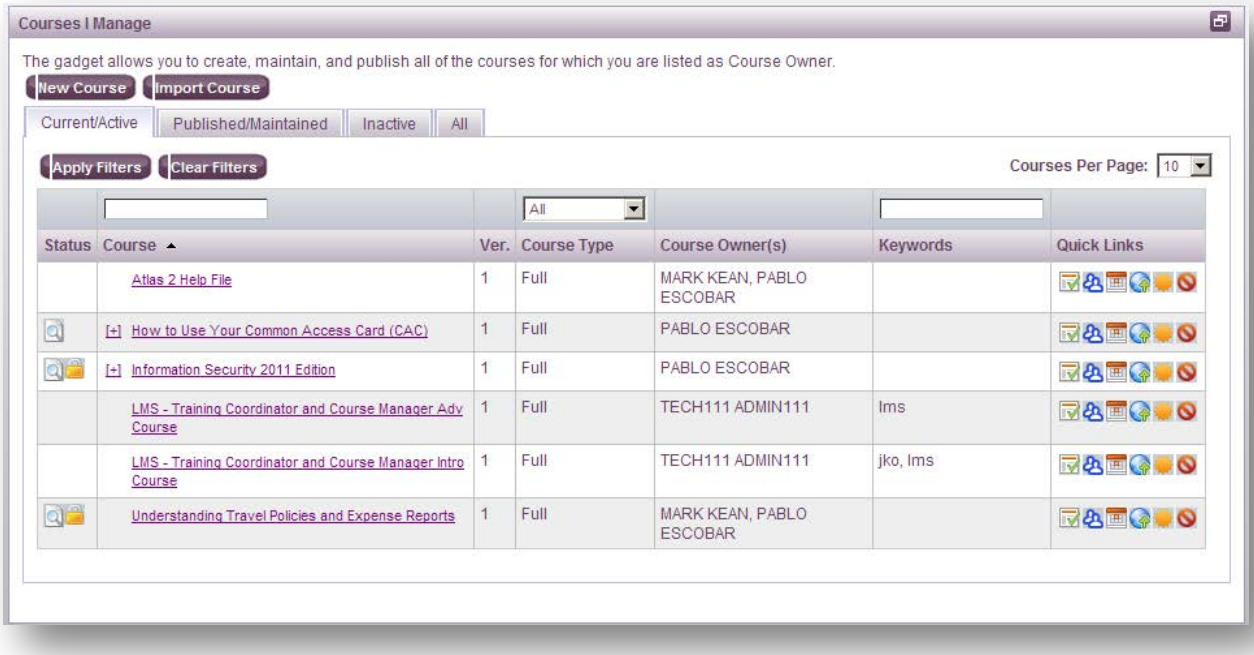
Current/Active Tab, Published/Maintained Tab, Inactive Tab and All Tab

Minimized View



Note: Not all **Quick Links** are available in all tabs. For example, *Activate* is only available under the Inactive tab.

Maximized View



Note: Not all **Quick Links** are available in all tabs. For example, *Activate* is available only under the Inactive tab.

8.2.3 Courses I Manage Tasks

The following tasks are available to users who have access to the **Courses I Manage gadget**:

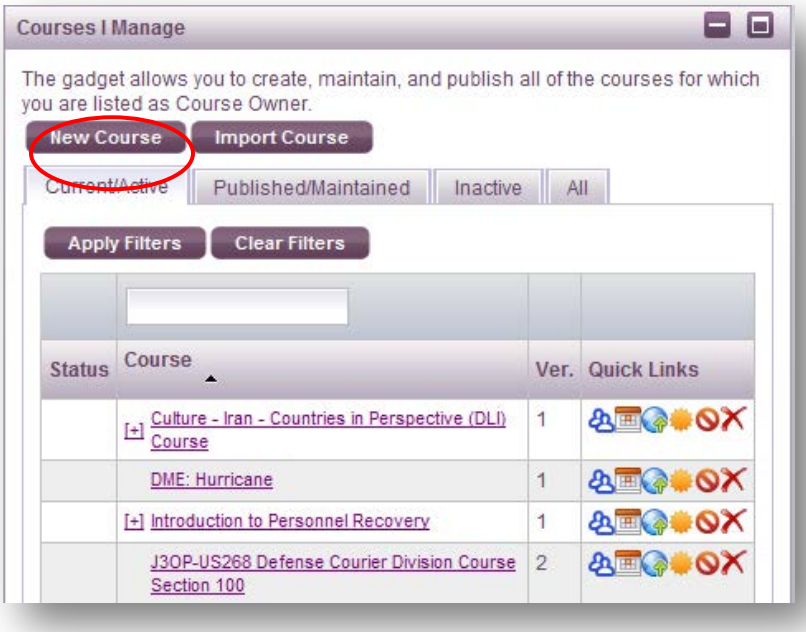
- View Current or Active Courses You Manage
- View Published or Maintained Courses You Manage
- View Inactive Courses You Manage
- View All Courses You Manage
- Create a New Course
- Edit Properties of an Existing Course
- Add and Remove Team Members from a Course
- Deactivate a Course
- Activate a Course
- Delete a Course
- Create a New Version or Copy of a Course
- Set Up a Review Period for a Course
- Publish a Course

8.2.3.1 View Current or Active Courses You Manage

A course is available on the **Current/Active** tab once it has been created. This includes creating a new version of an existing course or a copy of an existing course. The course remains in this tab until it has been published as final, at which time you have the option to move it to the Published/Maintained tab.

Use the following steps to view current or active courses to which you are assigned as Course Owner:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active** tab. A list of all current courses displays.

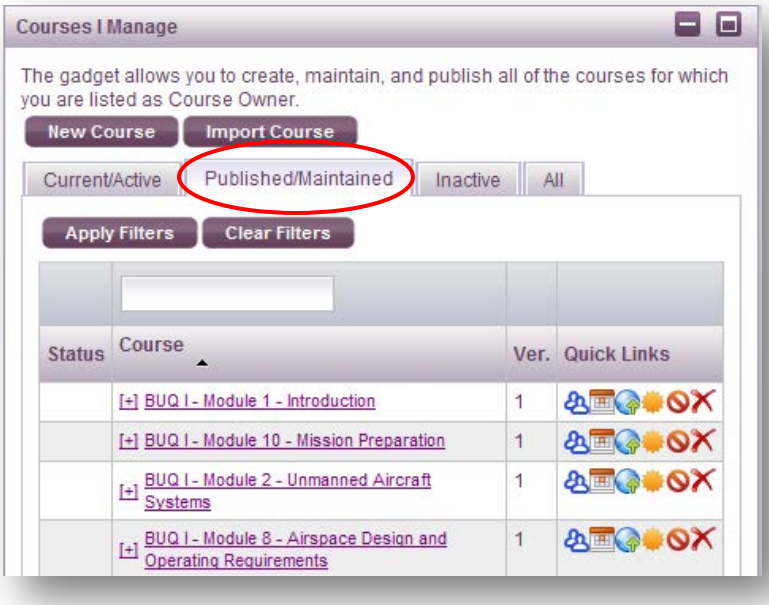


8.2.3.2 View Published or Maintained Courses You Manage

When a course is published, the Course Owner can opt to publish the version as final for production. Once this task is complete, the course is available on the **Published/Maintained** tab. These courses can be edited and any revisions to the course are published under the same version number.

Use the following steps to view published courses for which you are the Course Owner:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Published/Maintained** tab. A list of courses displays.

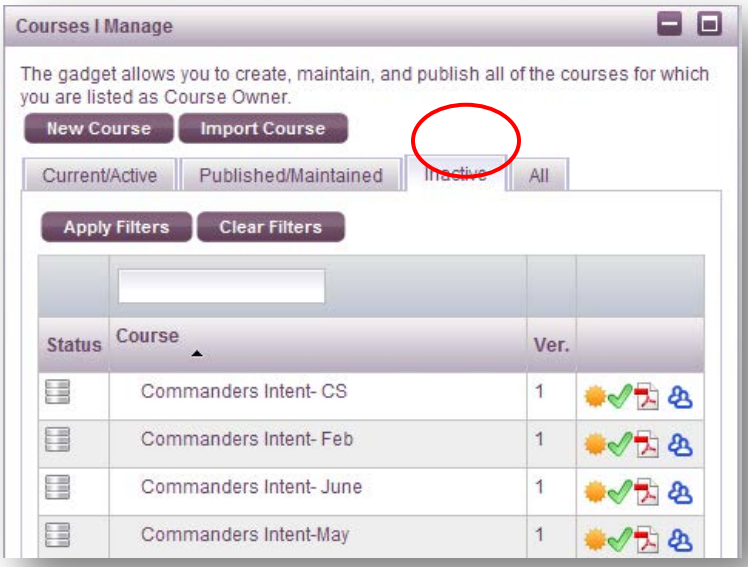


8.2.3.3 View Inactive Courses You Manage

As the Course Owner, you can make a course inactive. By deactivating a course, the course moves to the Inactive tab. On the Inactive tab, courses can be viewed as PDF files but edits cannot be made.

Use the following steps to view inactive courses for which you are the Course Owner:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Inactive** tab. A list of courses displays.

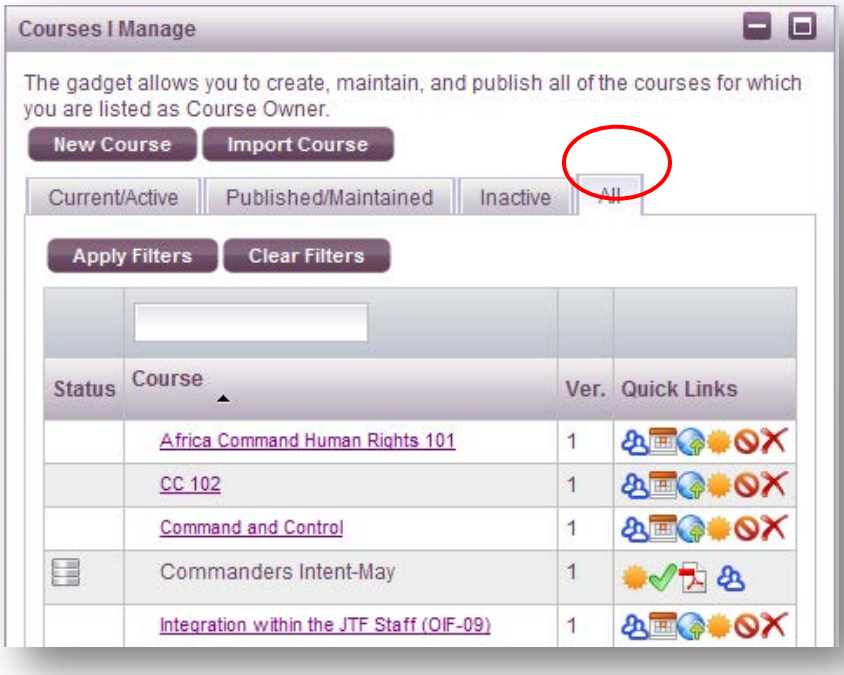


8.2.3.4 View All (Active, Published, and Inactive) Courses You Manage

Use the following steps to view all courses for which you are the Course Owner:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **All** tab. A list of courses displays.

   Note: This tab includes all courses that are listed on the Current/Active, Published/Maintained, and Inactive tabs.

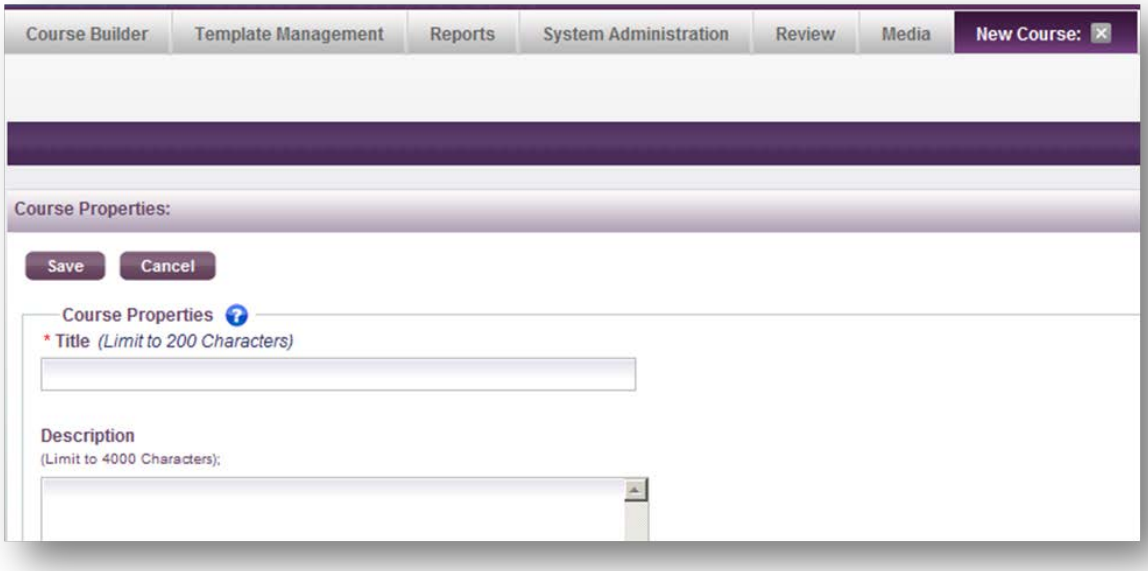


8.2.3.5 Create a New Course

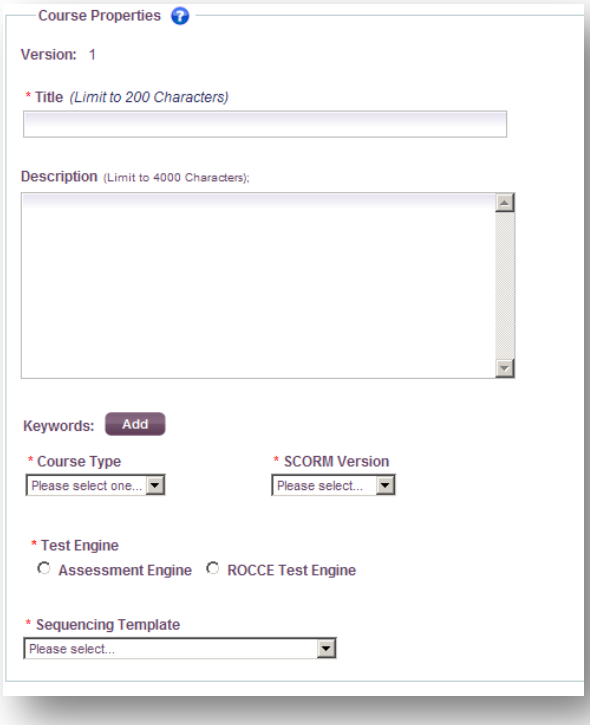
The first step in the process of creating a new course in JKO Course Builder is for the Course Owner to define the properties of the course in the **Courses I Manage gadget**. Some of the properties are required to get the course created while others are optional at creation time and can be filled in during the initial course creation or later.

Use the following steps to create a new course in JKO Course Builder:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click **New Course**. The *Course Properties* workspace displays.



2. Locate the **Course Properties** section shown below.



3. In the **Course Title** field, type the title of the course. This field is limited to 200 characters.

4. *Optional.* In the **Description** field, type the description of the course. This field is limited to 4000 characters. This description will appear when rolling over the title of the course in the **Courses I Manage gadget** or the **Courses I Build gadget**.

5. *Optional*. Click **Add** next to **Keywords** to enter or edit keywords that apply to this course.

6. Select the type of course from the **Course Type** dropdown list. Options include:
   - Full

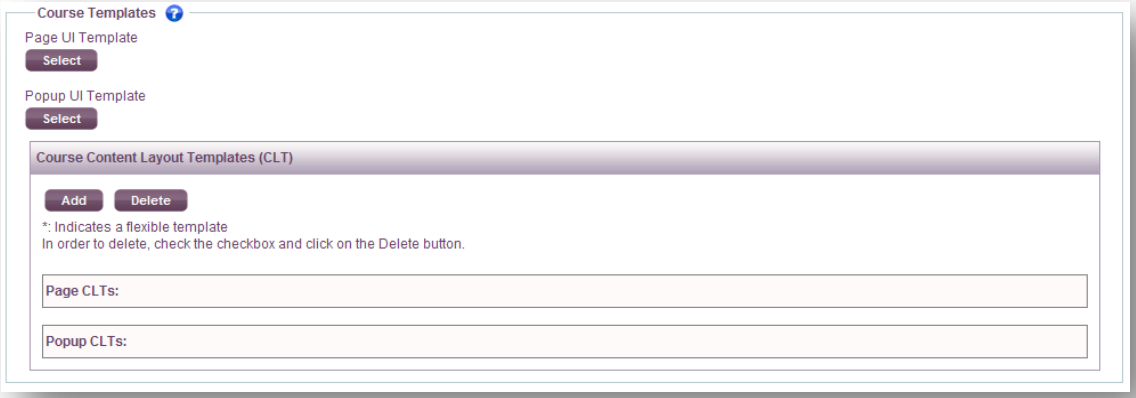
7. Select the **SCORM Version** with which this course will be published from the dropdown list. Options include:
   - SCORM 2004 V2
   - SCORM 2004 V3
   - Mobile

   Note: ADL has released multiple versions of SCORM over the years. You typically want to use the most recent SCORM version for your course. However, you may need to select an earlier version if your target LMS does not support the latest version; the JKO LMS supports SCORM 2004 V2 and V3.

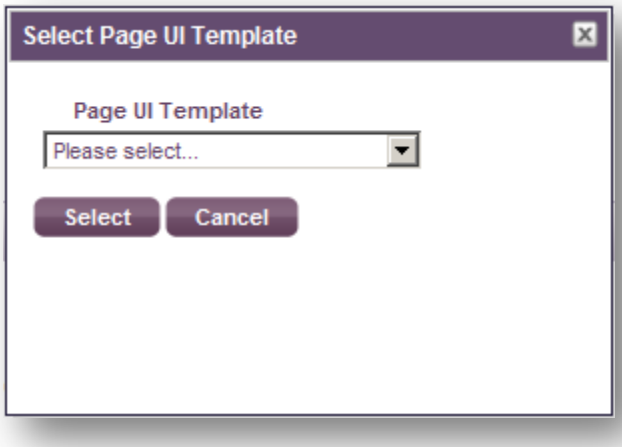
8. The **Atlas Test Engine** is pre-selected.

9. Select the appropriate **Sequencing Template** for this course. Options include:
   - T1 – Unrestricted Most Common (Like SCORM 1.2)
   - T2 – Sequential Flow, Forward Only
   - T3 – Pre-Test, Content, and Post-Test Flow

10. Locate the **Course Templates** section shown below.



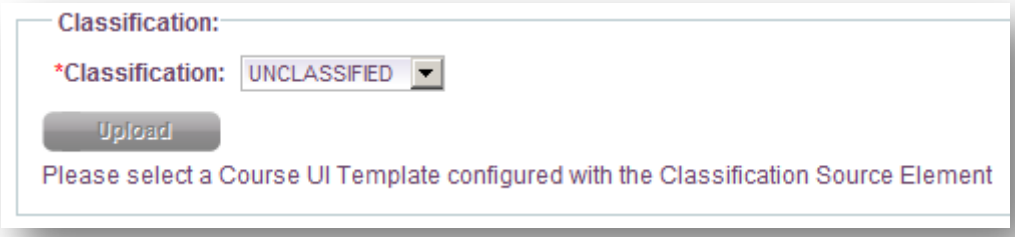
11. Click **Select** below **Page UI Template**. The *Select Page UI Template* window opens. Here you will select the graphical user interface to be used throughout the course.



12. Select a Page UI template from the dropdown list and click **Select**. The *Select Page UI Template* window closes.
13. Click **Add** under **Course Content Layout Template (CLT)** to add content layout templates to the course. The *Select Content Layout Templates* window will appear.

    Note: This is not optional at course creation time. You must have CLTs added to your course in order to add pages to your course. If you do not add all of the CLTs now, you may return to course properties and add them at a later time.

    Check the box next to each page template you want to include in your course. When you have selected the relevant CLTs, click **OK**. The window closes and the selected templates appear in the Course Properties window.
14. *Optional*. Locate the **Classification** section shown below and use the following steps to define the classification level.



- Select the **Classification** level from the dropdown list. On NIPRNET, options include:
  - UNCLASSIFIED
  - UNCLASSIFIED//

  On SIPRNET, options include:
  - UNCLASSIFIED

- UNCLASSIFIED//
- CONFIDENTIAL
- CONFIDENTIAL//
- SECRET
- SECRET//

- If UNCLASSIFIED//, CONFIDENTIAL//, or SECRET// is selected, type the descriptive text in the field to the right of the classification. For example, “FOUO”.
- If the UI template chosen above has a defined Classification element, the classification selected here appears on the UI template on every page of the course.

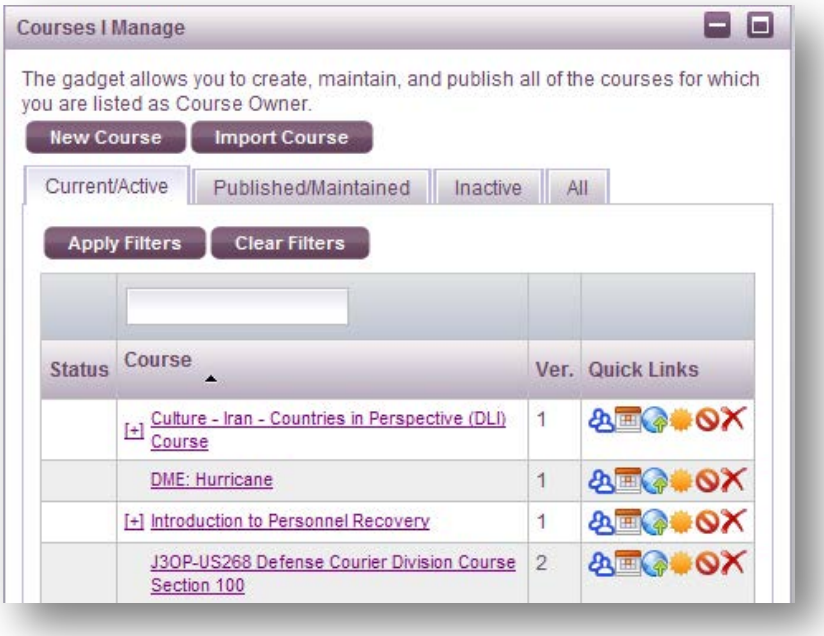
15. Click **Save**. The course will now be available in the **Current/Active** tab.

8.2.3.6 Edit Properties of an Existing Course

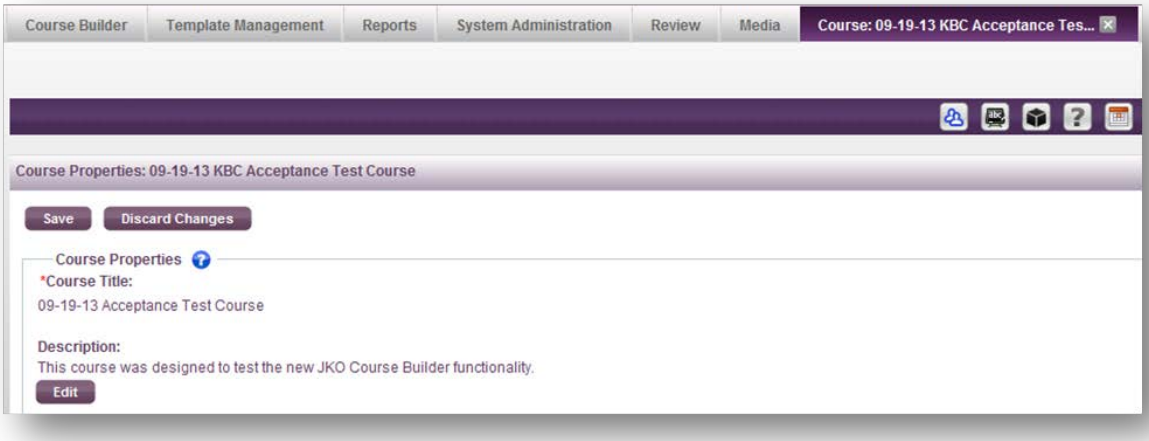
Some of the properties of any active or maintained course can be changed by the Course Owner(s) as the course is being developed. If a course is locked or deactivated, the properties cannot be edited.

Use the following steps to edit the properties of an existing course in JKO Course Builder:

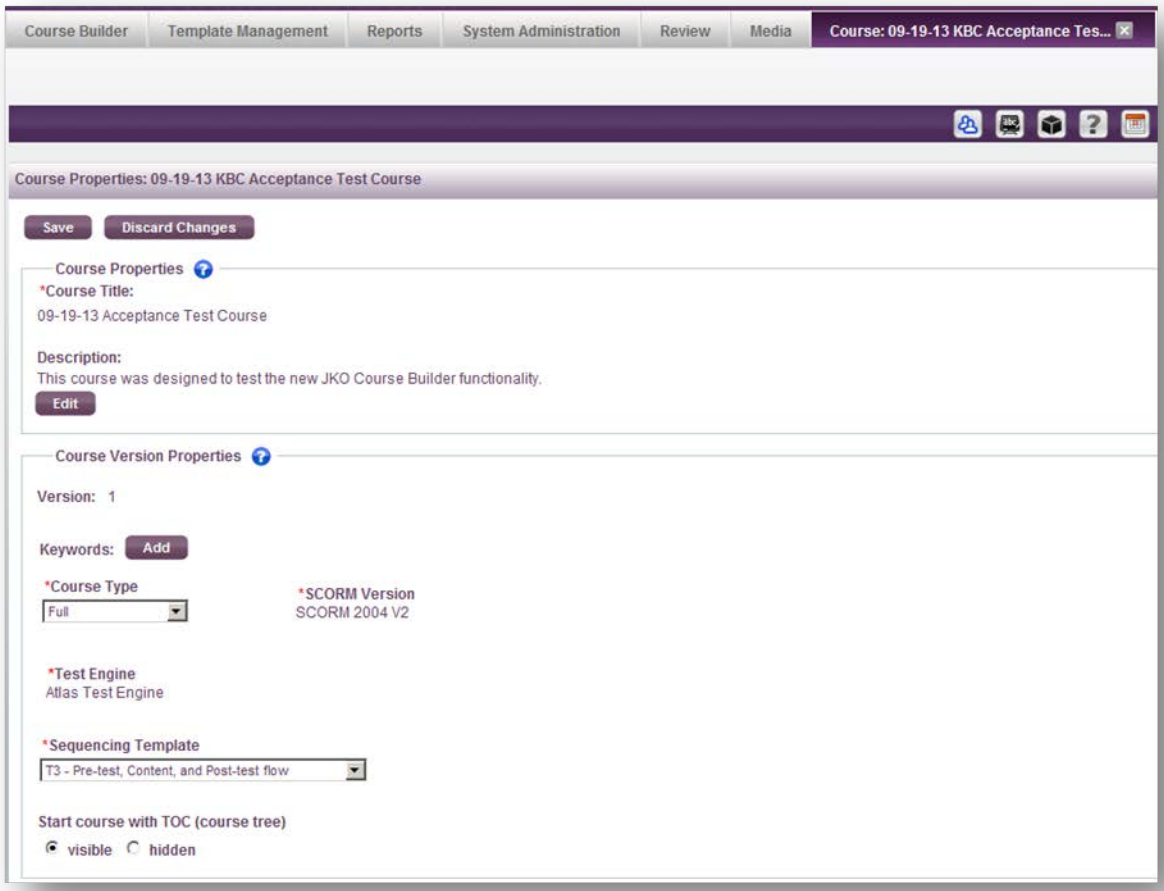
1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current**/**Active**, **Published/Maintained** or **All** tab. A list of courses displays.



2. Click on the name of the course for which you want to edit the properties. The *Course Properties* workspace displays.



3. Locate the **Course Properties** section shown below.

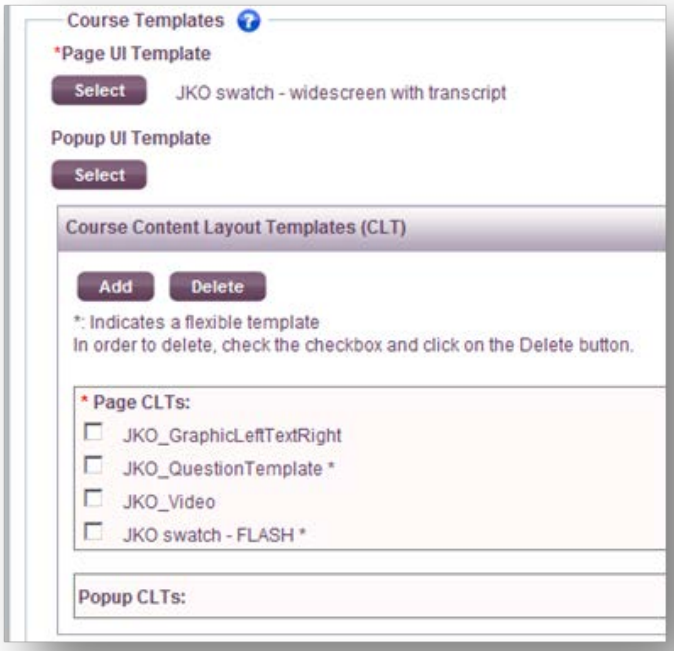


4. *Optional.* Click **Edit** to edit the **Title** and/or **Description** fields with a new or revised course title or description. The Title field is limited to 200 characters and the Description field is limited to 4000 characters.

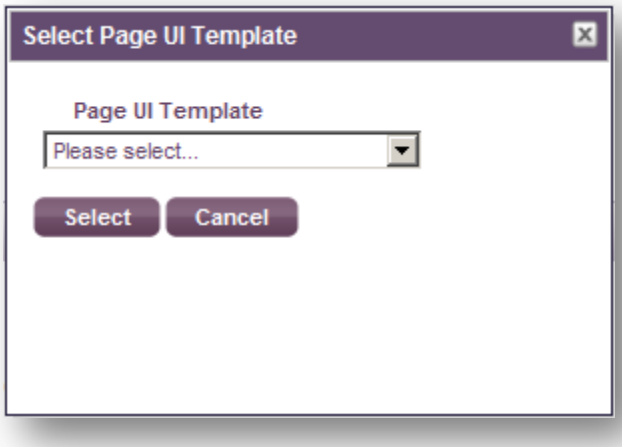
5. *Optional*. Click **Update** next to **Keywords** to edit keywords that apply to this course. If no keywords were added previously, the button is labeled **Add**.

6. *Optional*. Select the appropriate **Sequencing Template** for this course. Options include:
   - T1 – Unrestricted Most Common (Like SCORM 1.2)
   - T2 – Sequential Flow, Forward Only
   - T3 – Pre-Test, Content, and Post-Test Flow

7. Locate the **Course Templates** section shown below.



8. *Optional*. Click **Select** below **Page UI Template** to change the Page UI Template. The *Select Page UI Template* window opens.



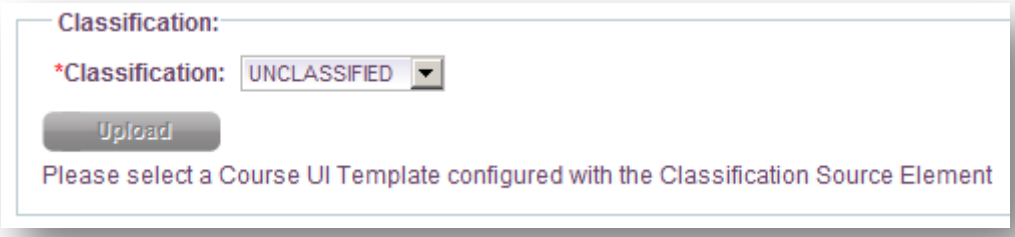
9. *Optional*. Select a Page UI template from the dropdown list and click **Select**. The *Select Page UI Template* window closes.

10. *Optional.* Click **Add** under **Course Content Layout Templates (CLT)** selections to add or remove content layout templates for the course. The *Select Content Layout Templates* window will appear.

    Check the box next to each page template you want to include in your course. When you have selected the templates you want in your course, click **OK**. The window closes and the selected templates appear in the Course Properties window.

    Note: It is optional, but not necessary, to remove unused CLTs from the course properties.

11. *Optional*. Locate the **Classification** section shown below and use the following steps to change the classification level.



- Select the **Classification** level from the dropdown list. On NIPRNET, options include:
  - UNCLASSIFIED
  - UNCLASSIFIED//

  On SIPRNET, options include:
  - UNCLASSIFIED

- UNCLASSIFIED//
- CONFIDENTIAL
- CONFIDENTIAL//
- SECRET
- SECRET//

- If UNCLASSIFIED//, CONFIDENTIAL//, or SECRET// is selected, type the descriptive text in the field to the right of the classification.

12. Click **Save**. The new course properties will be saved.

8.2.3.7 Add or Remove Team Members from a Course

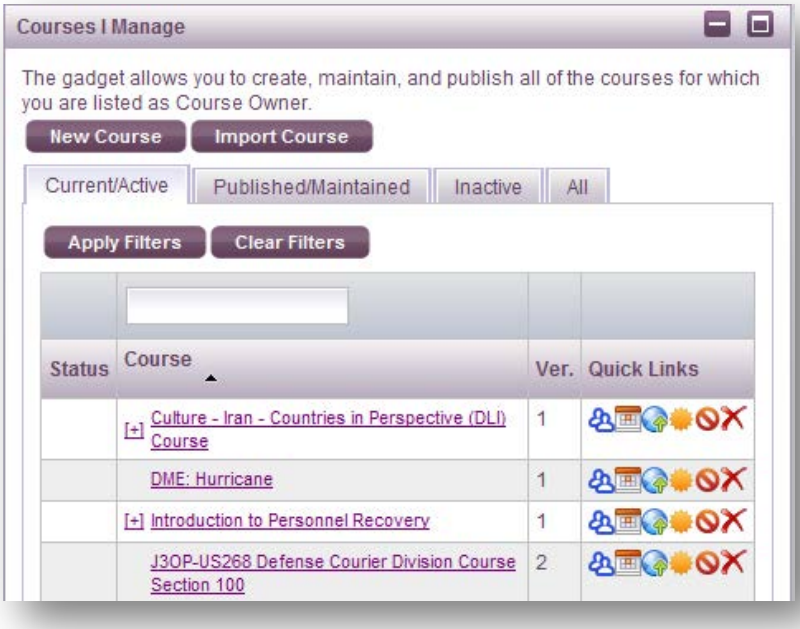
Five roles are available to develop a course and its required content:

- **Course Owner** – Manages the course and makes decisions regarding the overall layout and structure of the course.
- **Content Developer** – Creates the directories, pages, and content required to meet the objectives of the course.
- **Media Developer** – Creates the graphics and media assets required for the course.
- **Lead Reviewer** – Has the ability to adjudicate comments from other reviewers and change the status of review comments**.**
- **Reviewer** – Experts, either in subject or instruction, who review the course for quality and accuracy.

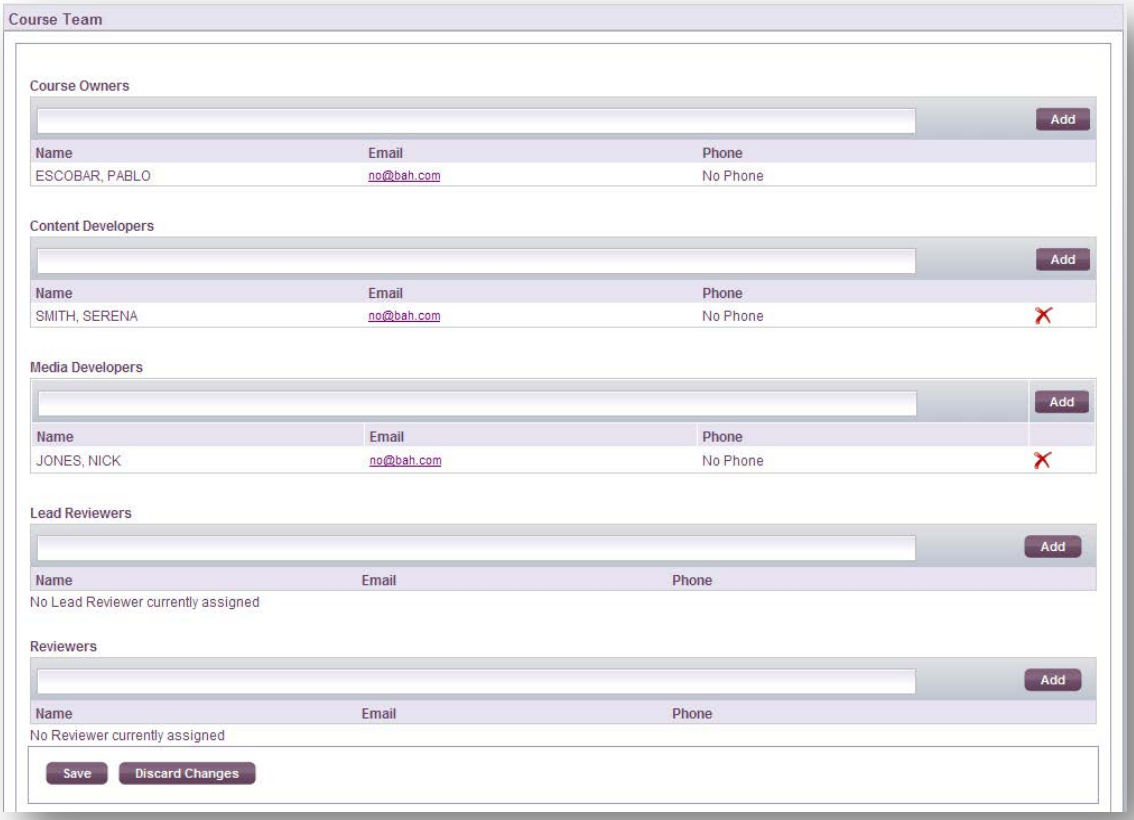
Only the Course Owner(s) can assign team members to a course team. Team members can be added or deleted at any point within the course development. A course is available in the gadgets of the assigned team members only.

Use the following steps to assign team members to a course:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.



2. Under **Quick Links**, click the **Team** icon ( ) for the course for you wish to add or remove team members. (Alternatively, you may select the hyperlink for the course and locate the Team icon in the upper right of the screen.) The *Course Team* workspace displays.



3. Locate the role for which you want to add or remove a team member(s).

   - To add a team member to a role:

     Type the *first three letters of the last name* of the person you wish to add. All names corresponding to the sequence of characters and who have that role will be displayed in a dropdown list.

     Click the name of the person you wish to add and click **Add**. The person will be added to that role in the course. Their name and any contact information included in their JKO Course Builder profile will be displayed in the window for that role.

   Note: Team members must have existing JKO Course Builder profiles and have the role associated with their profile to be added to a team. (For example, if John Doe has a profile with only Media Developer and Template Developer associated with it, he cannot be added as a Content Developer.)

   - To remove a team member from a role, click the **Remove** icon (✗) next to the name of the person you wish to remove.

4. Click **Save**. Changes to team members will be updated for this course.

   Note: Once you have added someone to the course team, they will see this course in the list of available courses in the gadgets associated to the roles they have been

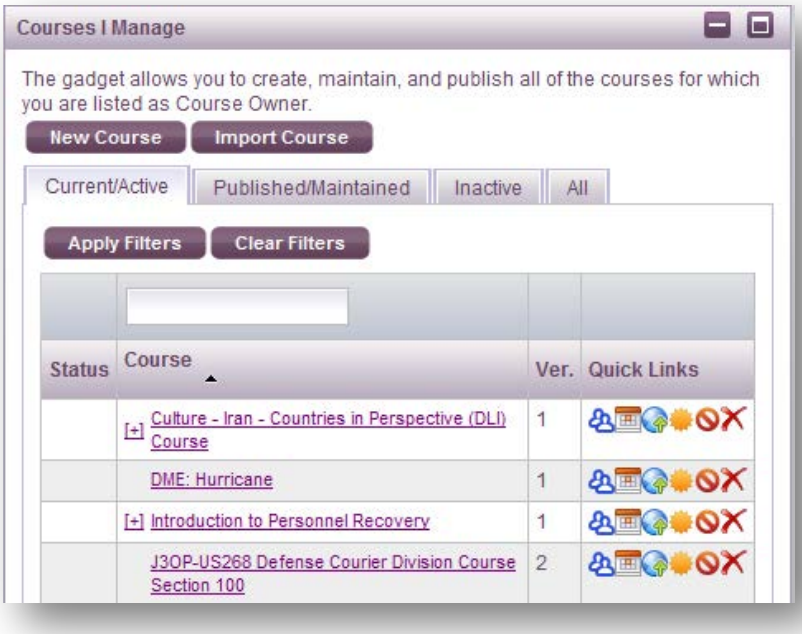
given for this course. When you remove someone from the course team, they will no longer see this course in the list of available courses in the gadgets associated with the roles they have been removed from.

8.2.3.8 Deactivate a Course

You can deactivate a course to make it read-only. You may want to do this to ensure that the course is not accidently edited after it is in production.

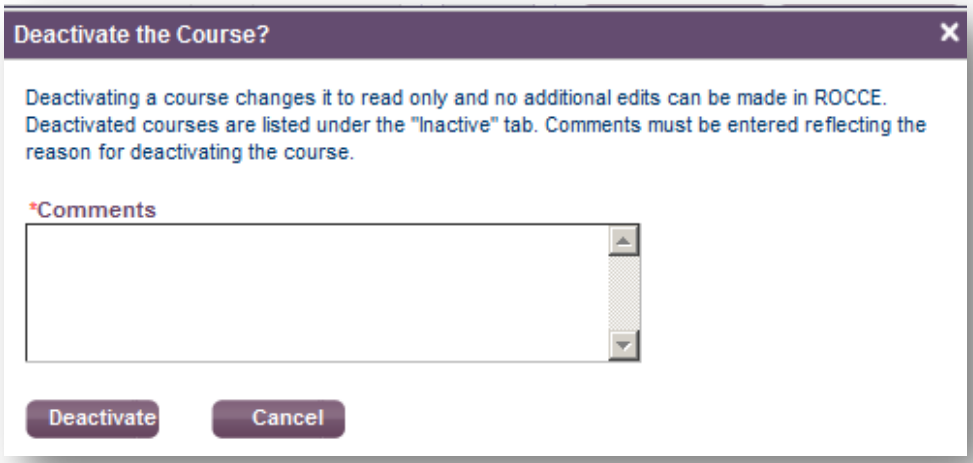
Use the following steps to deactivate a course:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.



2. Under **Quick Links**, click the **Deactivate** icon ( ) for the course you wish to deactivate.

3. A *Deactivate the Course?* dialog box appears. You must enter **comments** explaining why you are deactivating the course.


Deactivate the Course?
Deactivating a course changes it to read only and no additional edits can be made in ROCCE. Deactivated courses are listed under the "Inactive" tab. Comments must be entered reflecting the reason for deactivating the course.
*Comments
Deactivate
Cancel

4. Click **Deactivate**.
5. The course is now inactive and will only appear under the **Inactive** and **All** tabs.

   Note: An inactive course can be re-activated.

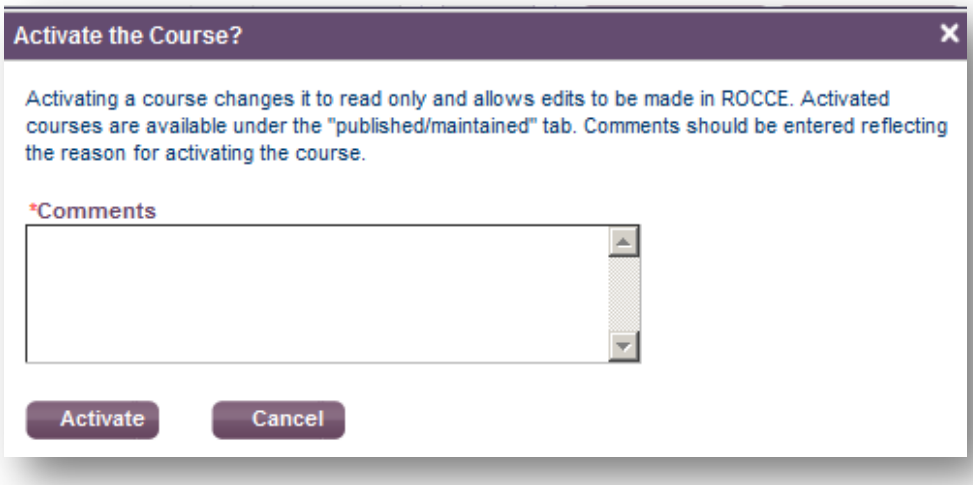
8.2.3.9 Activate a Course

You can activate an inactive course to allow it to be edited again. You may want to do this if you determine edits to the course are needed or you decide you want to delete the course.

Use the following steps to activate a course:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Inactive** or **All** tab. A list of courses displays.

2. Under **Quick Links**, click the **Activate** icon (✓) for the course you wish to activate.
3. An *Activate the Course?* dialog box appears. Enter **comments** explaining why you are activating the course.


Activate the Course?
Activating a course changes it to read only and allows edits to be made in ROCCE. Activated courses are available under the "published/maintained" tab. Comments should be entered reflecting the reason for activating the course.
*Comments
Activate
Cancel

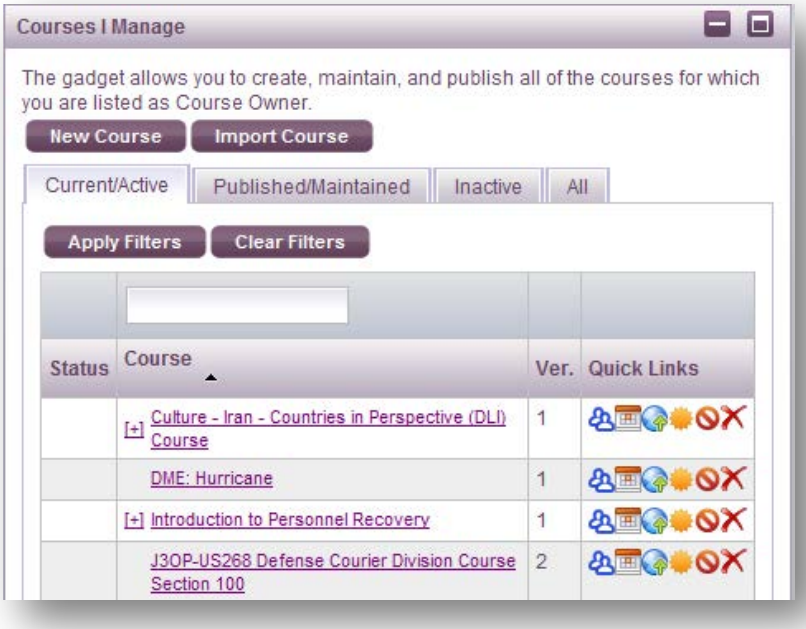
4. Click **Activate**.
5. The course becomes active and will only appear under the **Current/Active** and **All** tabs.

8.2.3.10 Delete a Course

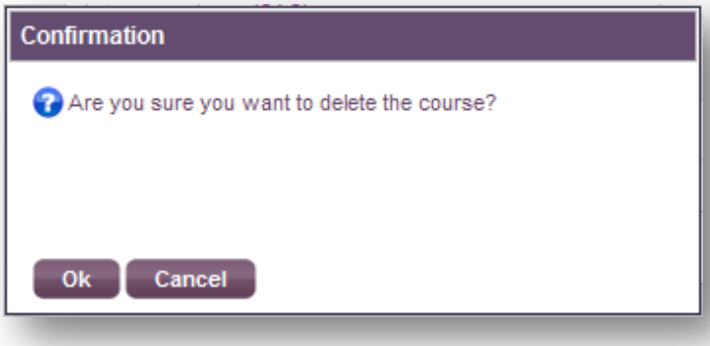
You can delete a course from JKO Course Builder. This will remove the data associated with the course from the system.

Use the following steps to delete a course:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.



2. Under **Quick Links**, click the **Delete** icon ( ) for the course you wish to delete. The deletion confirmation box appears.



3. Click **OK** if you want to delete the course.

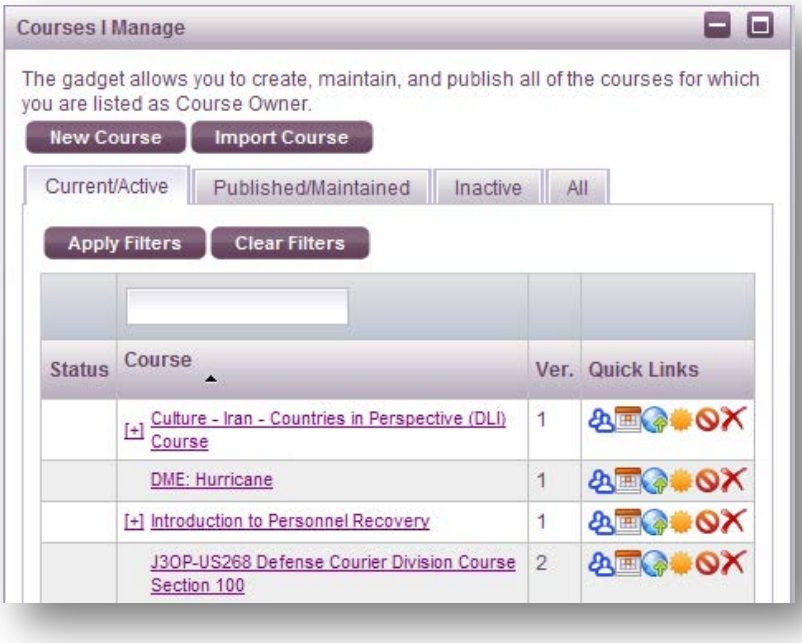
   Note: Once a course has been deleted it cannot be restored. Use caution before deleting a course.

8.2.3.11 Create a New Version of a Course

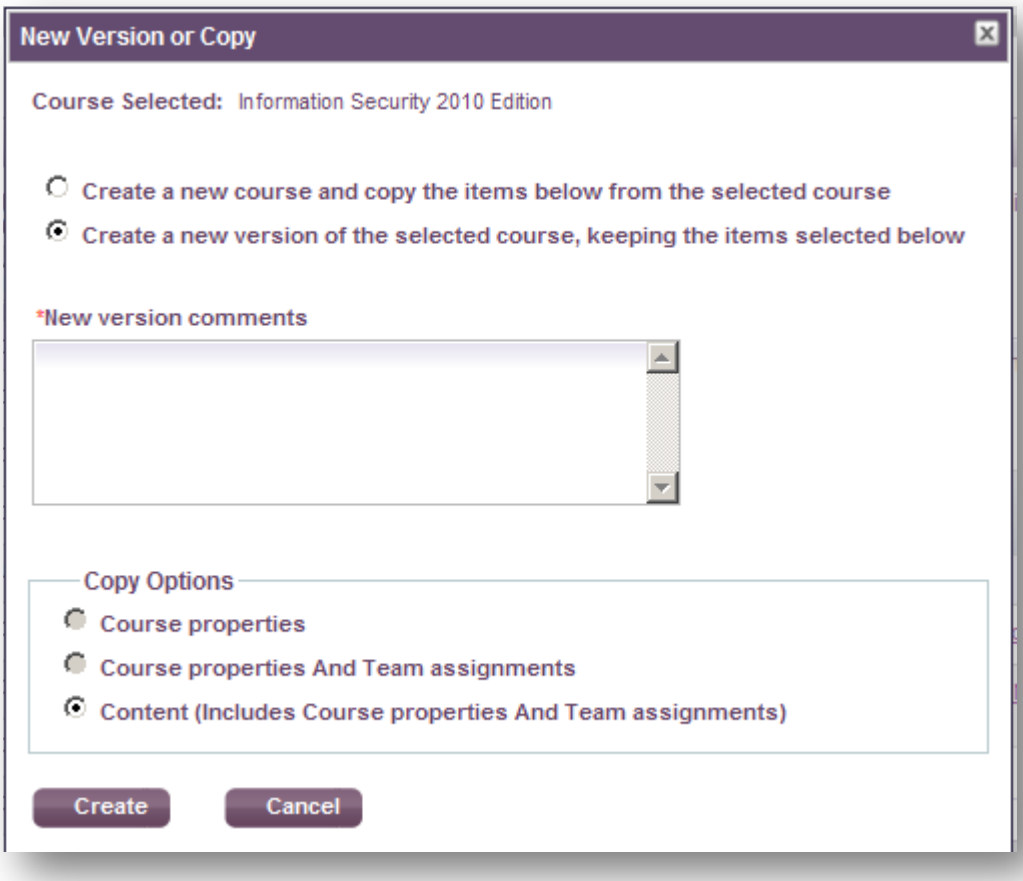
You can create a new version of a course. When you create a new version of a course, the course content is copied to the new version and an association between the original course and the new version is maintained.

Use the following steps to create a new version of a course:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained**, **Inactive** or **All** tab. A list of courses displays.



2. Under **Quick Links**, click the **New Version or Copy** icon ( ) for the course with which you wish to create a new version. The *New Version or Copy* window appears.


New Version or Copy
Course Selected: Information Security 2010 Edition
Create a new course and copy the items below from the selected course
Create a new version of the selected course, keeping the items selected below
*New version comments
Copy Options
Course properties
Course properties And Team assignments
Content (Includes Course properties And Team assignments)
Create
Cancel

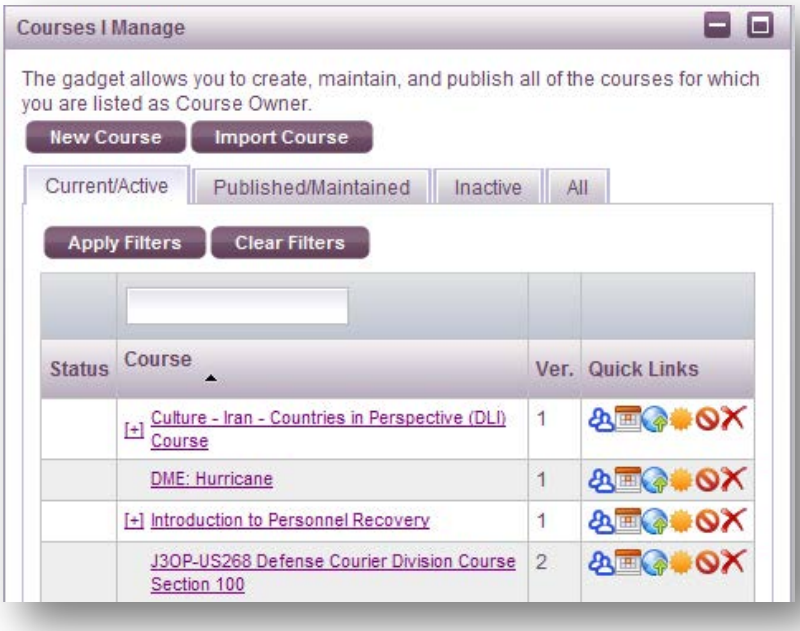
3. Select the radio button next to *Create a new version of the selected course, keeping the items selected below.*
4. Enter a *New Version Comment* explaining why the new version is being created.
5. Click **Create**.
6. The new version of the course is created and is available under the **Current/Active** and **All** tabs.

8.2.3.12 Create a Copy of a Course

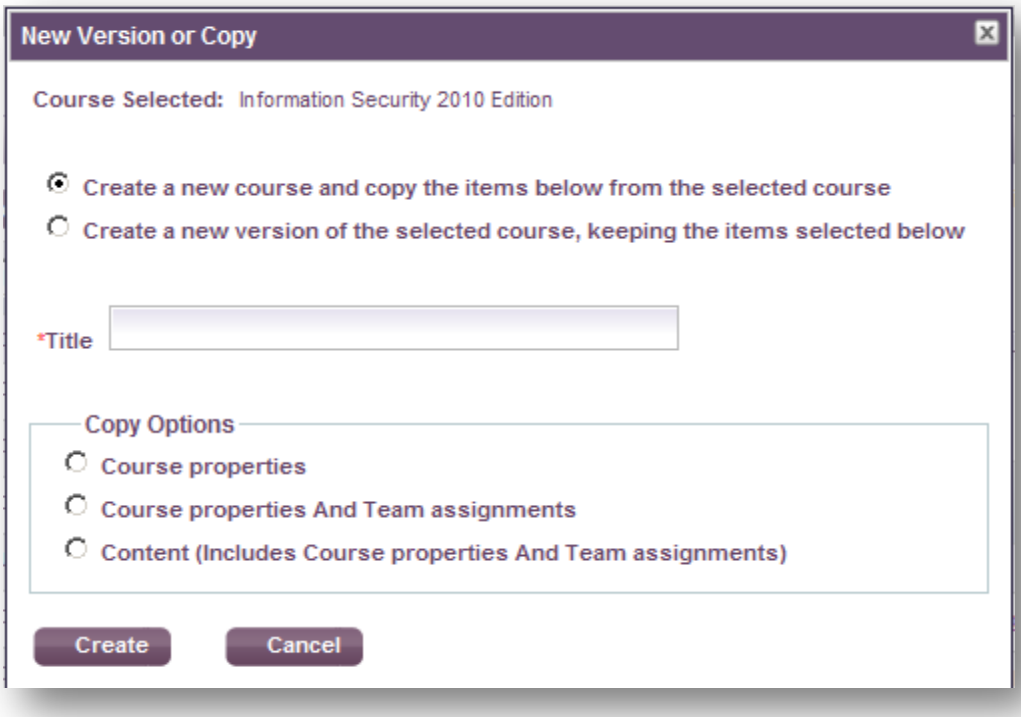
You can create a copy of a course. When you create a copy of a course, the course is copied to a new course and no association between the original course and the new copy is maintained.

Use the following steps to create a copy of a course:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained**, **Inactive** or **All** tab. A list of courses displays.



2. Under **Quick Links**, click the **New Version or Copy** icon ( ) for the course you wish to copy. The *New Version or Copy* window appears.


New Version or Copy
Course Selected: Information Security 2010 Edition
Create a new course and copy the items below from the selected course
Create a new version of the selected course, keeping the items selected below
*Title
Copy Options
Course properties
Course properties And Team assignments
Content (Includes Course properties And Team assignments)
Create
Cancel

3. Select the radio button next to *Create a new course and copy the items below from the selected course.*

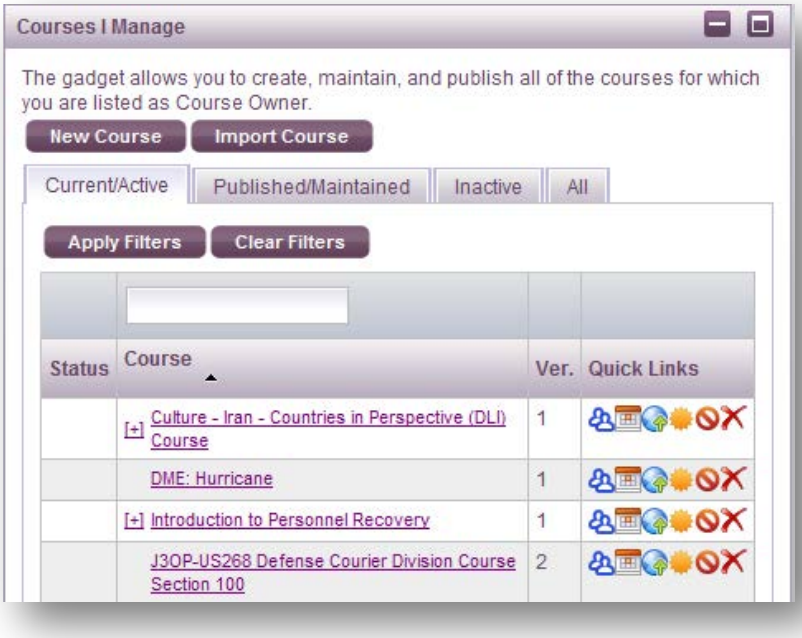
4. Enter a **Title** for the new course.
5. Select the desired **Copy Option**.
6. Click **Create**.
7. The new course is created and is available under the **Current/Active** and **All** tabs.

8.2.3.13 Set Up a Review Period for a Course

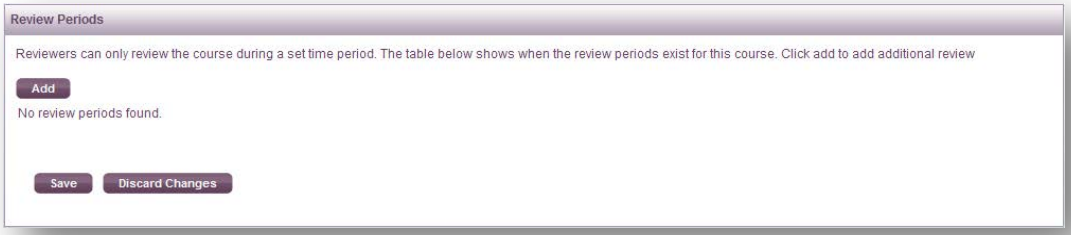
You can create a review period for a course. During the review period, all Lead Reviewers and Reviewers on the course team will have access to review and comment on the course using the **For My Review gadget**.

Use the following steps to setup a review period for a course:

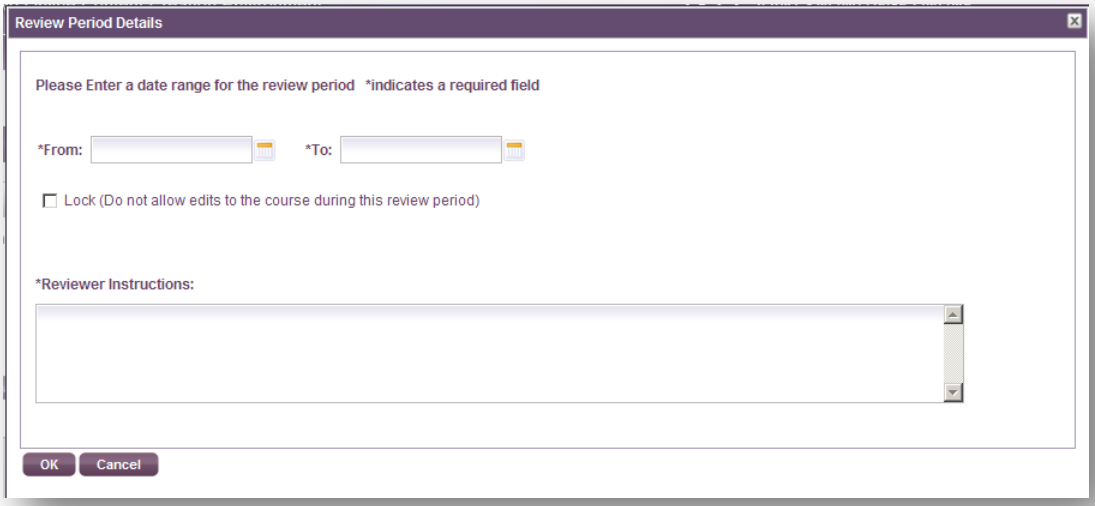
1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.



2. Under **Quick Links,** click the **Review Periods** icon ( ) for the course for which you wish to set up a review period. The *Review Periods* window appears.


Review Periods
Reviewers can only review the course during a set time period. The table below shows when the review periods exist for this course. Click add to add additional review
Add
No review periods found.
Save
Discard Changes

3. Click **Add** and the *Review Period Details* window appears.


Review Period Details
Please Enter a date range for the review period *indicates a required field
*From:
*To:
Lock (Do not allow edits to the course during this review period)
*Reviewer Instructions:
OK
Cancel

4. Enter a starting date and ending date for the review period. Use the date selection icon ( ) next to each field to access a calendar to select the dates for the review period.
5. *Optional*. Check the box next to **Lock** if you want to lock the course to prevent any editing of the course during the review period.
6. Enter instructions for the Reviewers in **Reviewer Instructions**.
7. Click **OK**. You are returned to the *Review Periods* window.
8. Click **Save** to close the *Review Periods* window and save your changes.

8.2.4 Publishing a Course

This section shows you how to set your course up to be published. Publishing the course creates a file, known as a Course Package, containing all of the content needed to play the course on the JKO LMS.

When you publish a Course Package, you select one of the following **Publish To** options:

- **LMS** – When the course publishes successfully, the Course Package will automatically be uploaded to the Nemesis development server. The Course Package is also stored in JKO Course Builder and can be downloaded by the Course Owner(s).

  NOTE: Mobile content cannot be published to the LMS. It must be published as a Course Package Only.
- **Course Package Only** – The Course Package is generated and stored in JKO Course Builder. The Course Package can be downloaded by the Course Owner(s).
- **Test Bank** – This option is used if you just want to publish the test(s) associated with a given course. A package containing only the test bank information is created and stored in JKO Course Builder. The Course Package can be downloaded by the Course Owner(s).

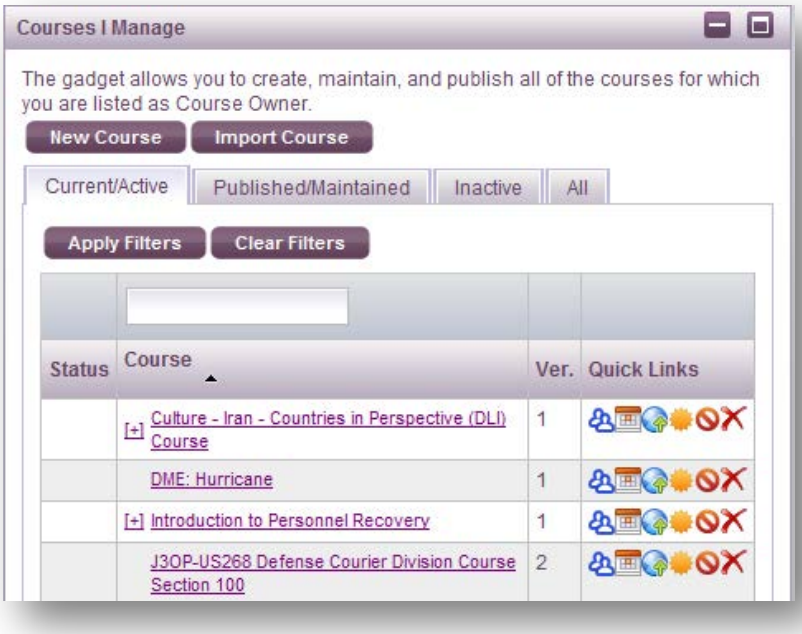
The sections below contain the instructions for publishing a course. They are organized by the type of **Publish To** option you wish to use for publishing the course.

8.2.4.1 Publish Your Course to the Learning Management System (LMS)

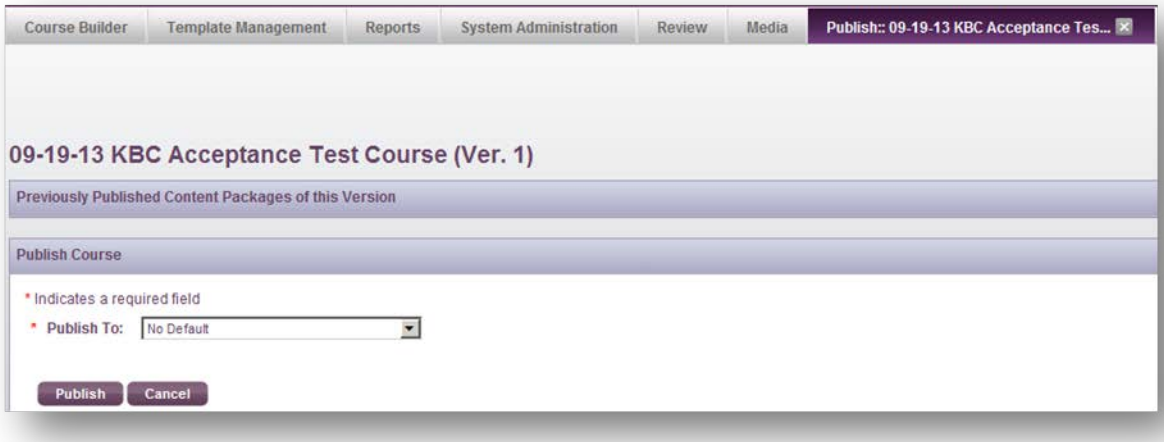
If your course is meant to be viewed on the JKO LMS (i.e., not mobile), you have the option to publish the course to the Nemesis development server. When the course publishes successfully, the Course Package is automatically uploaded to Nemesis.

Use the following steps to publish a course to the Nemesis development server:

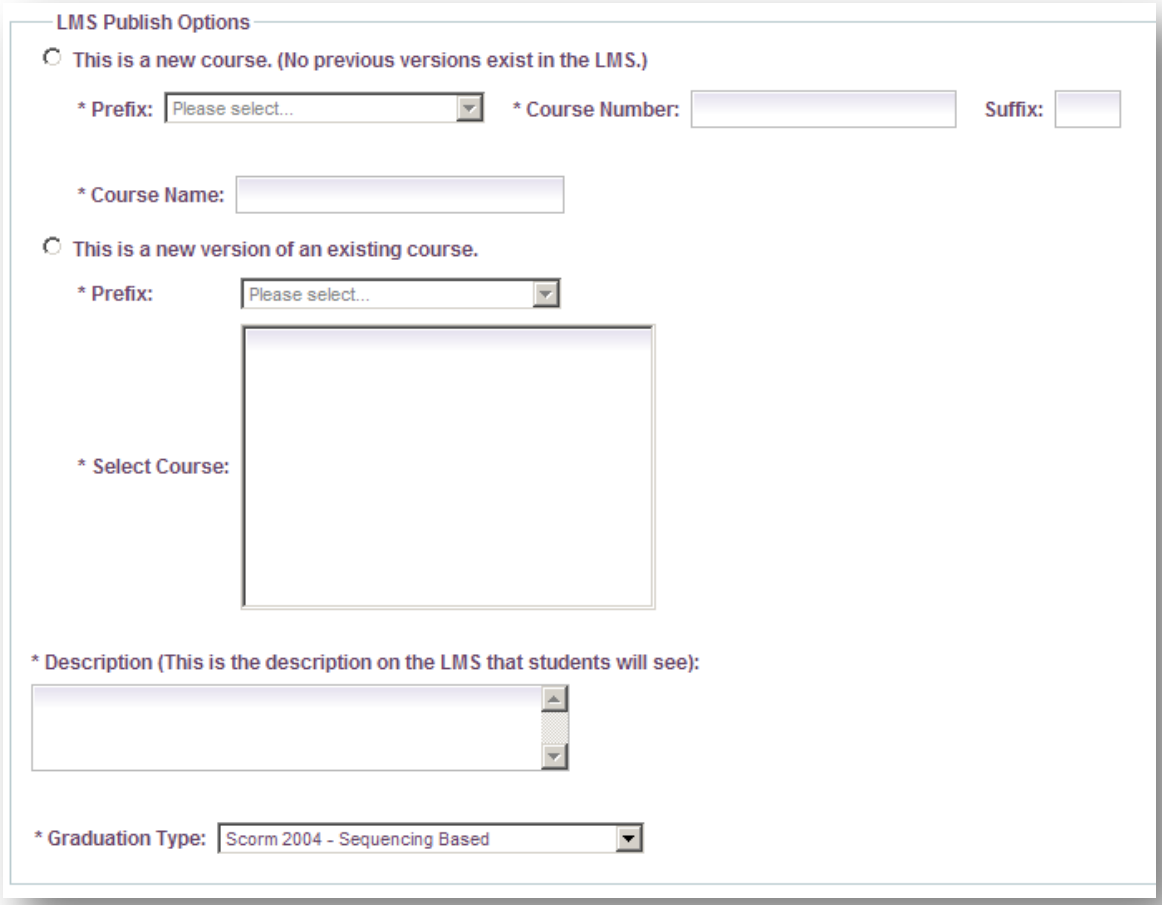
1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.



2. Under **Quick Links**, click the **Publish** icon ( ) for the course you wish to publish. The *Course Publish* workspace displays with the name *Publish:: <Course Name>*.



3. Locate the **Publish Course** section of the workspace.
4. Select **LMS** in the **Publish To** dropdown list. The **Publish Course** section of the workspace now displays the required and optional fields for publishing a course to the LMS.
5. Locate the **LMS Publish Options** section. The values in this section are used to load your course into Nemesis.


LMS Publish Options
This is a new course. (No previous versions exist in the LMS.)
* Prefix:
Please select...
* Course Number:
Suffix:
* Course Name:
This is a new version of an existing course.
* Prefix:
Please select...
* Select Course:
* Description (This is the description on the LMS that students will see):
* Graduation Type:
Scorm 2004 - Sequencing Based

6. Choose **This is a new course** or **This is a new version of an existing course** by selecting the appropriate radio button.

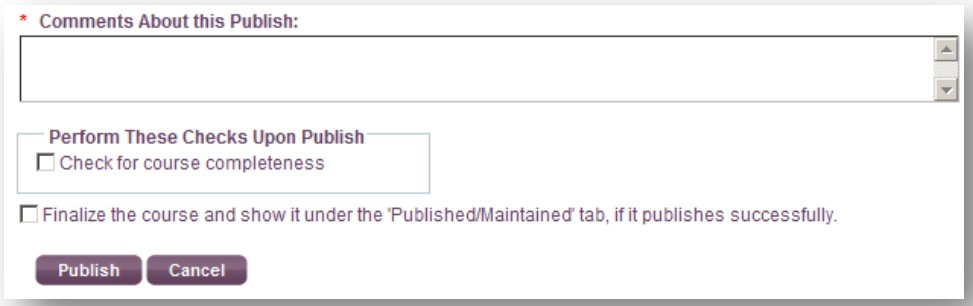
    - If you choose **This is a new course**, select the appropriate **Prefix** for the course, enter the appropriate **Course Number** and optionally enter a **Suffix** for the course.

    - If you choose **This is a new version of an existing course**, select the **Prefix** for the existing course and then select the course from the list of previously published courses under that prefix.

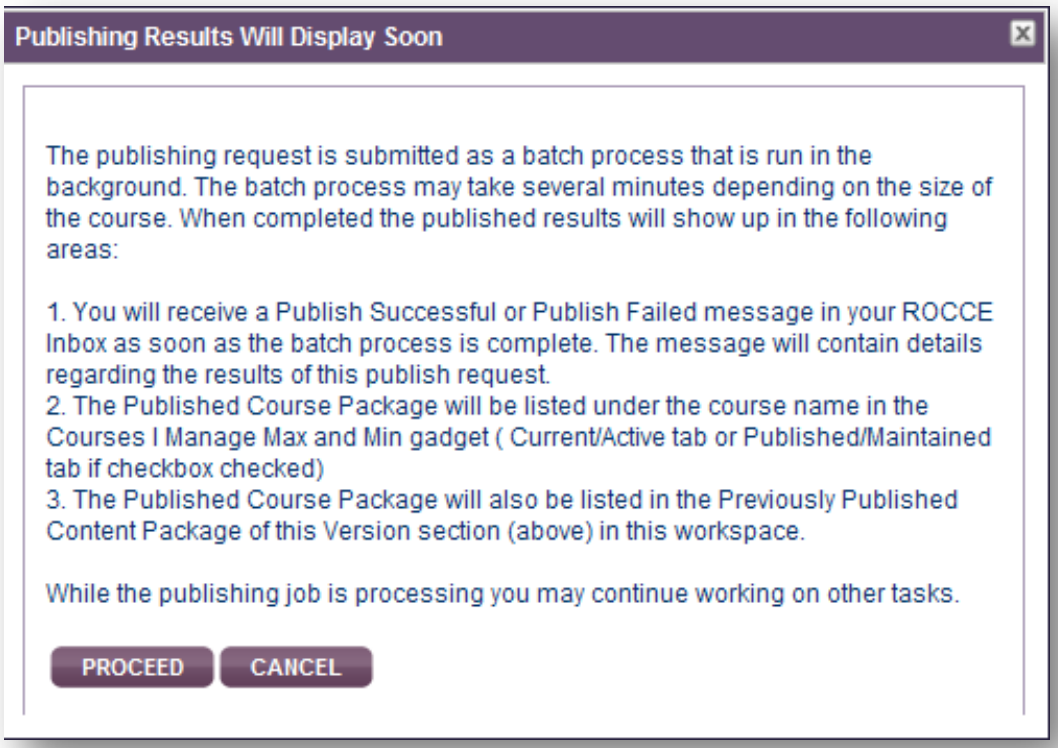
7. Enter a **Description** for the course.

8. The **Graduation Type** is directly associated to the sequencing template selected in the course properties. If the course has a T1 or T2 sequencing template, the Lessons and Tests Only graduation type will be preselected. If the course has a T3 sequencing template, the SCORM 2004-Sequencing Based graduation type will be pre-selected. Do not change this setting.

9. Locate the additional publishing options just below the **LMS Publish Options** section. The options control how the JKO Course Builder application processes your publishing request.


* Comments About this Publish:
Perform These Checks Upon Publish
Check for course completeness
Finalize the course and show it under the 'Published/Maintained' tab, if it publishes successfully.
Publish
Cancel

10. Enter **Comments About this Publish** to document why this course is being published.
11. *Do not* select **Check for course completeness**.
12. *Optional.* Select **Finalize the course and show it under the "Published/Maintained" tab, if it publishes successfully** if you want the course to move from the **Current/Active** courses tab to the **Published/Maintained** courses tab after it has published successfully.
13. Click **Publish** to begin the publishing process. The following confirmation box appears.


Publishing Results Will Display Soon
The publishing request is submitted as a batch process that is run in the background. The batch process may take several minutes depending on the size of the course. When completed the published results will show up in the following areas:
1. You will receive a Publish Successful or Publish Failed message in your ROCCE Inbox as soon as the batch process is complete. The message will contain details regarding the results of this publish request.
2. The Published Course Package will be listed under the course name in the Courses I Manage Max and Min gadget (Current/Active tab or Published/Maintained tab if checkbox checked)
3. The Published Course Package will also be listed in the Previously Published Content Package of this Version section (above) in this workspace.
While the publishing job is processing you may continue working on other tasks.
PROCEED
CANCEL

14. Click **Proceed** and the publishing process will start.

    Note: Publishing is an asynchronous process that occurs in the background. You can perform other functions in JKO Course Builder while your course is being published.

    Once your publishing request has been completed, you will receive a message indicating that the publish request succeeded or failed in the **My Inbox gadget** under the Course Builder Tab.

    When you receive a message that your publish was successful, the course will be available on Nemesis. You may access the Course Package created and stored in JKO Course Builder as the result of this publish operation by clicking the **[+]** icon next to the course title in **Courses I Manage**.

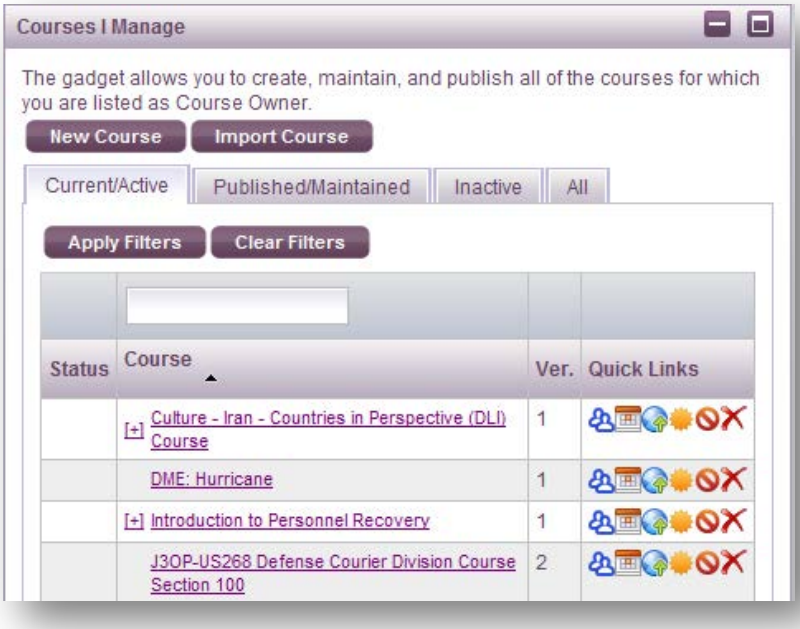
8.2.4.2 Publish Your Course to a Content Package Only

Both JKO LMS courses and mobile courses may be published as a Content Package Only.

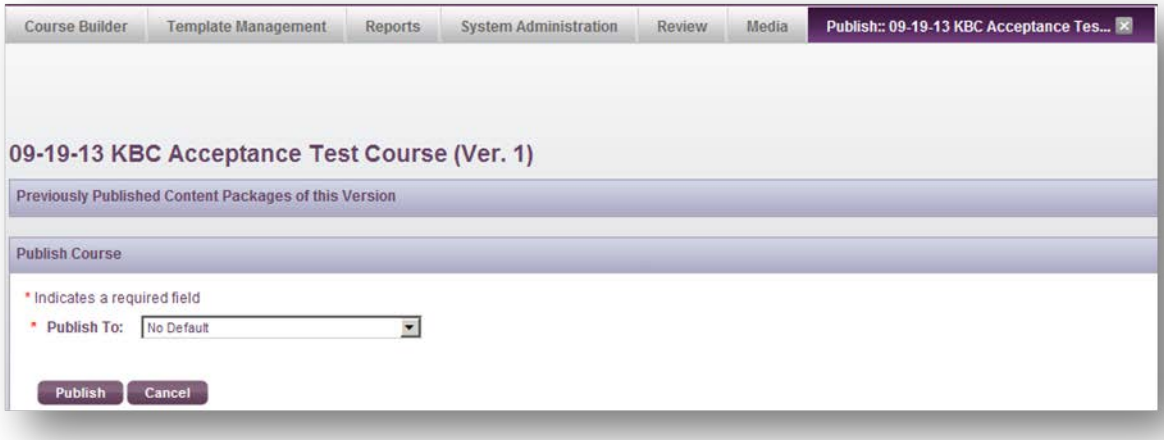
NOTE: Mobile courses cannot be published to the LMS. They must be published as a Content Package Only.

To publish a course to a **Content Package Only**, use the steps below.

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.

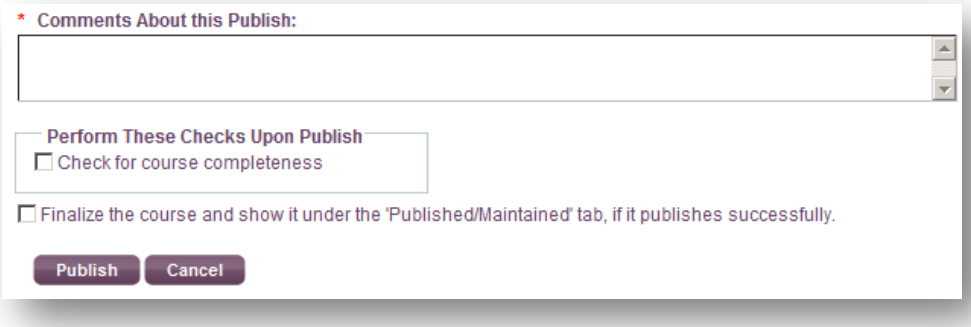


2. Under **Quick Links**, click the **Publish** icon ( ) for the course you wish to publish. The *Course Publish* workspace displays with the name *Publish:: <Course Name>.*

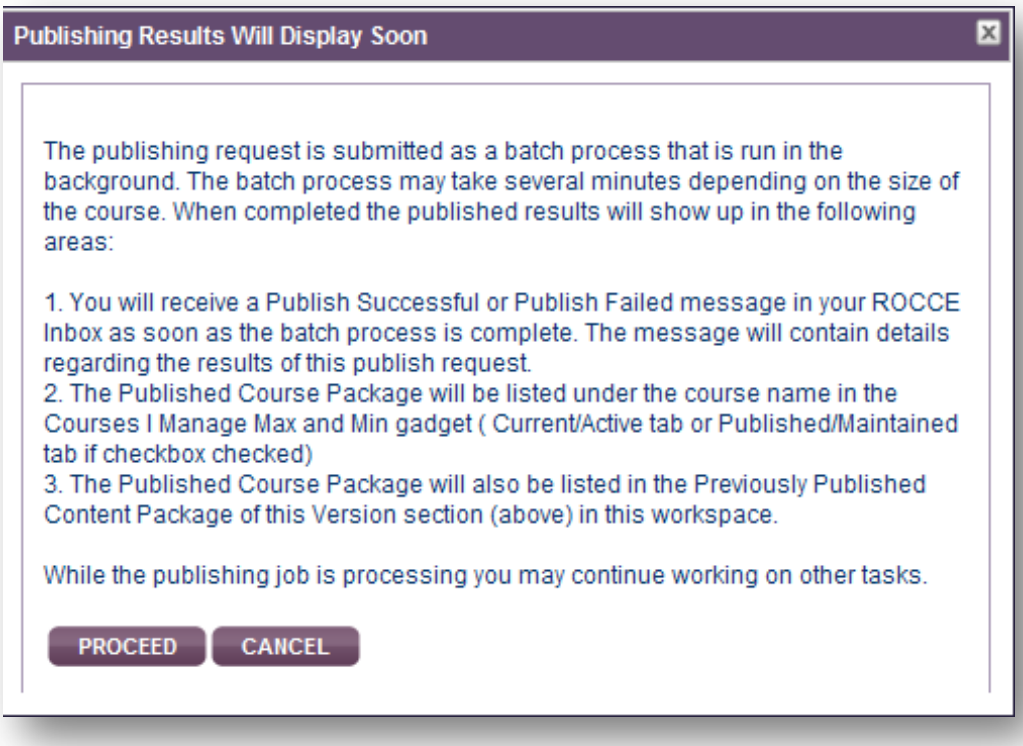


3. Locate the **Publish Course** section of the workspace.

4. Select **Content Package Only** from the **Publish To** dropdown list. The **Publish Course** section of the workspace displays the required and optional fields for publishing a course to a Course Package.


* Comments About this Publish:
Perform These Checks Upon Publish
Check for course completeness
Finalize the course and show it under the 'Published/Maintained' tab, if it publishes successfully.
Publish
Cancel

5. Enter **Comments about this Publish** to document why this course is being published.
6. *Do not* select **Check for course completeness**.
7. *Optional.* Select **Finalize the course and show it under the "Published/Maintained" tab, if it publishes successfully** if you want the course to move from the **Current/Active** courses tab to the **Published/Maintained** courses tab after it has published successfully.
8. Click **Publish** to begin the publishing process. The following confirmation box appears.


Publishing Results Will Display Soon
The publishing request is submitted as a batch process that is run in the background. The batch process may take several minutes depending on the size of the course. When completed the published results will show up in the following areas:
1. You will receive a Publish Successful or Publish Failed message in your ROCCE Inbox as soon as the batch process is complete. The message will contain details regarding the results of this publish request.
2. The Published Course Package will be listed under the course name in the Courses I Manage Max and Min gadget (Current/Active tab or Published/Maintained tab if checkbox checked)
3. The Published Course Package will also be listed in the Previously Published Content Package of this Version section (above) in this workspace.
While the publishing job is processing you may continue working on other tasks.
PROCEED
CANCEL

9. Click **Proceed** and the publishing process will start.

Note: Publishing is an asynchronous process that occurs in the background. You can perform other functions in JKO Course Builder while your course is being published.

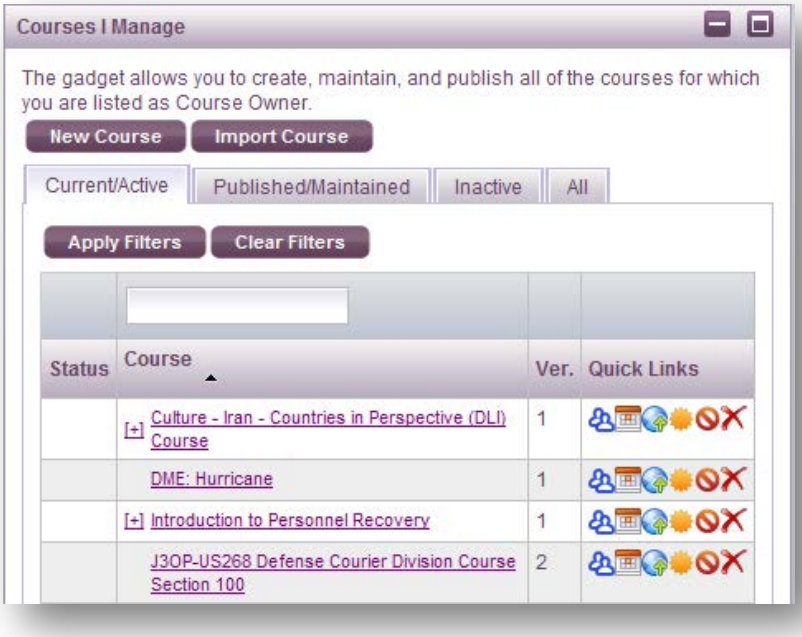
Once your publishing request has been completed you will receive a message indicating that the publish request succeeded or failed in the **My Inbox gadget** under the Course Builder Tab.

When you receive a message that your publish was successful, the Course Package is available for downloading.

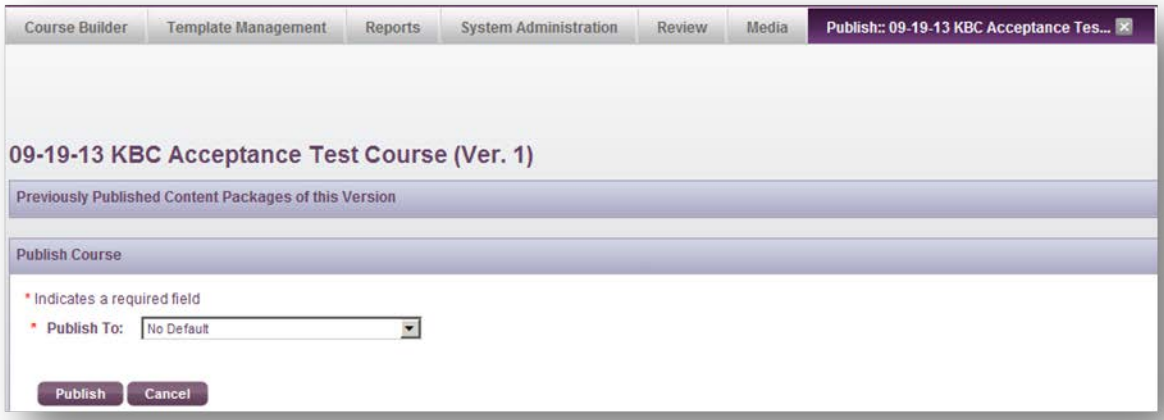
8.2.4.3 Publish the Course Test Bank Only

If you have changes to the test bank in your course, but the course content has not changed, you can re-publish the test bank and manually load the updated test bank into the LMS. Use these steps to publish the course test bank only:

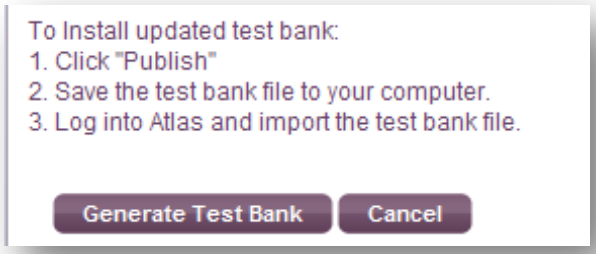
1. On the JKO Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.



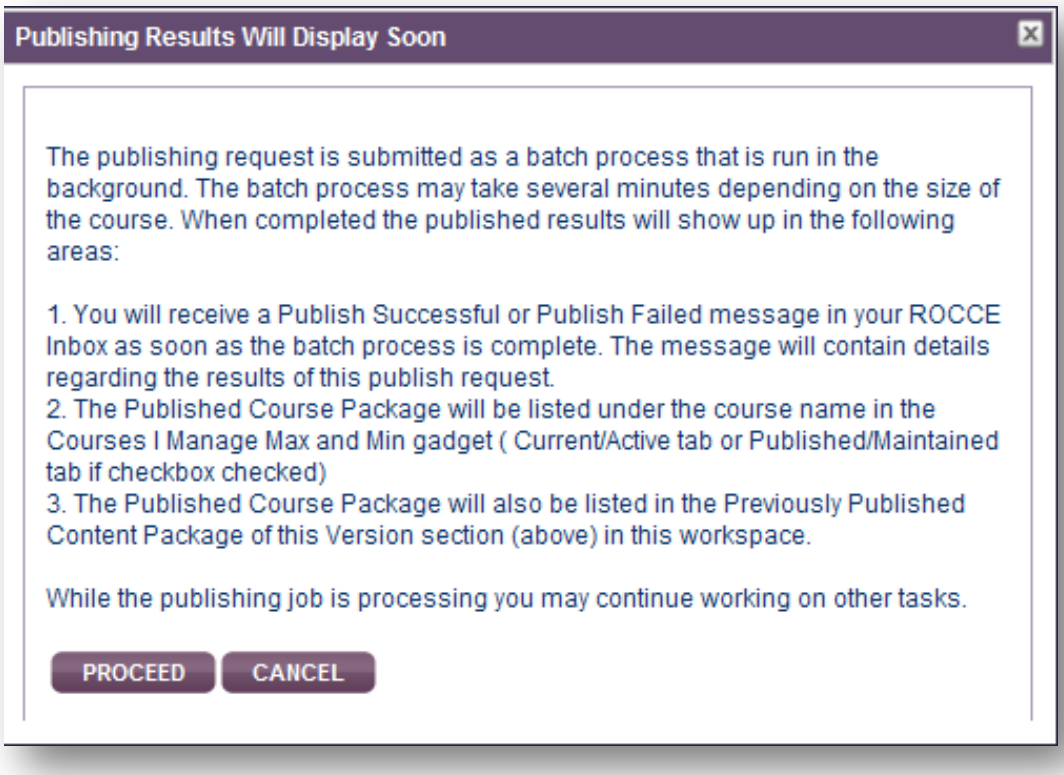
2. Under **Quick Links**, click the **Publish** icon ( ) for the course whose test bank you wish to publish. The *Course Publish* workspace displays with the name *Publish:: <Course Name>.*



3. Locate the **Publish Course** section of the workspace.
4. Select **Test Bank** from the **Publish To** dropdown list. The following dialog box appears.


To Install updated test bank:
1. Click "Publish"
2. Save the test bank file to your computer.
3. Log into Atlas and import the test bank file.
Generate Test Bank
Cancel

5. Click **Generate Test Bank** to begin the publishing process. The following confirmation box appears.


Publishing Results Will Display Soon
The publishing request is submitted as a batch process that is run in the background. The batch process may take several minutes depending on the size of the course. When completed the published results will show up in the following areas:
1. You will receive a Publish Successful or Publish Failed message in your ROCCE Inbox as soon as the batch process is complete. The message will contain details regarding the results of this publish request.
2. The Published Course Package will be listed under the course name in the Courses I Manage Max and Min gadget (Current/Active tab or Published/Maintained tab if checkbox checked)
3. The Published Course Package will also be listed in the Previously Published Content Package of this Version section (above) in this workspace.
While the publishing job is processing you may continue working on other tasks.
PROCEED
CANCEL

6. Click **Proceed** and the publishing process will start.

   Note: Publishing is an asynchronous process that occurs in the background. You can perform other functions in JKO Course Builder while your course is being published.

   Once your publishing request has been completed you will receive a message indicating that the publish request succeeded or failed in the **My Inbox gadget** under the Course Builder Tab.

   When you receive a message that your publish was successful, the Test Bank Package is available for downloading. You can then download the Test Bank Package and import it into the Nemesis development server.

8.2.4.4 Check the Results of a Publish Operation

Publishing is an asynchronous process that occurs in the background. Once your publishing request has been submitted, you can perform other functions in JKO Course Builder while your course is being published. You can check the status and results of a previously initiated publish operation by looking at your inbox under the Course Builder Tab.

If the publishing request completed successfully, you will see a “Publish Successful” message in your Inbox. You can click on the message title to get more information regarding the particular publishing request that successfully completed.

If you published the course to the Nemesis development server, the course will be available on Nemesis after you receive the “Publish Successful” message. The Course Package will also be available for downloading.

If the publishing request failed, you will see a “Publish Failed” message in your Inbox. You can click on the message title to get more information regarding the particular publishing request that failed to publish.

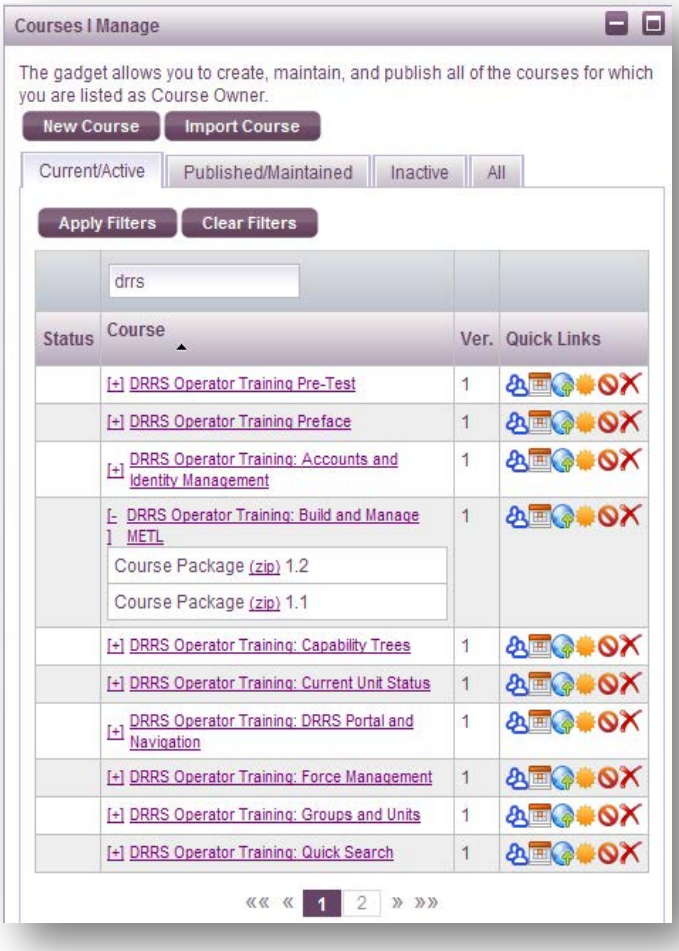
8.2.4.5 View a List of Course Packages via the Courses I Manage Gadget

If a course has been published one or more times, you can view the list of publish operations that have been performed on the course and access the Course Packages that resulted from those publish operations. You can view a list of previously published Course Packages for a given course directly from the **Courses I Manage gadget** or from a *Publish* workspace for the given course. The former method (described in this section) displays less information about the Course Packages but is accessible directly on the **Courses I Manage gadget**.

Use the steps below to view a list of Course Packages via the **Courses I Manage gadget**:

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained,** or **All** tab. A list of courses displays.

2. Click the **Plus** (+) next to the name of the course from which you wish to download a Course Package and a list of Course Packages is displayed below the course name.


Courses I Manage
The gadget allows you to create, maintain, and publish all of the courses for which you are listed as Course Owner.
New Course
Import Course
Current/Active
Published/Maintained
Inactive
All
Apply Filters
Clear Filters
drrs
Status
Course
Ver.
Quick Links
[+] DRRS Operator Training Pre-Test 1
[+] DRRS Operator Training Preface 1
[+] DRRS Operator Training: Accounts and Identity Management 1
[-] DRRS Operator Training: Build and Manage METL 1
Course Package (zip) 1.2
Course Package (zip) 1.1
[+] DRRS Operator Training: Capability Trees 1
[+] DRRS Operator Training: Current Unit Status 1
[+] DRRS Operator Training: DRRS Portal and Navigation 1
[+] DRRS Operator Training: Force Management 1
[+] DRRS Operator Training: Groups and Units 1
[+] DRRS Operator Training: Quick Search 1
«« « 1 2 » »»

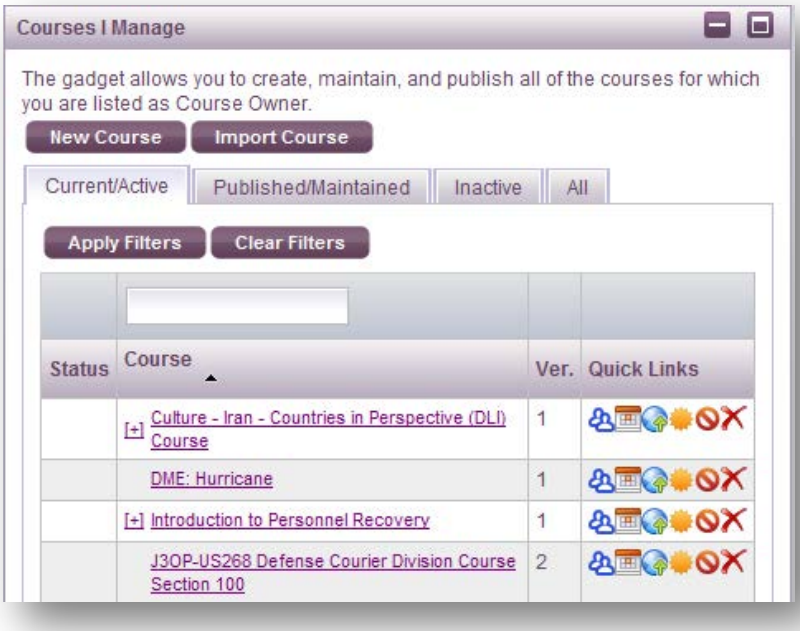
3. *Optional*. Click the Minus (-) next to the course name to hide the list of Course Packages.

8.2.4.6 View a List Course Packages via the Publish Workspace

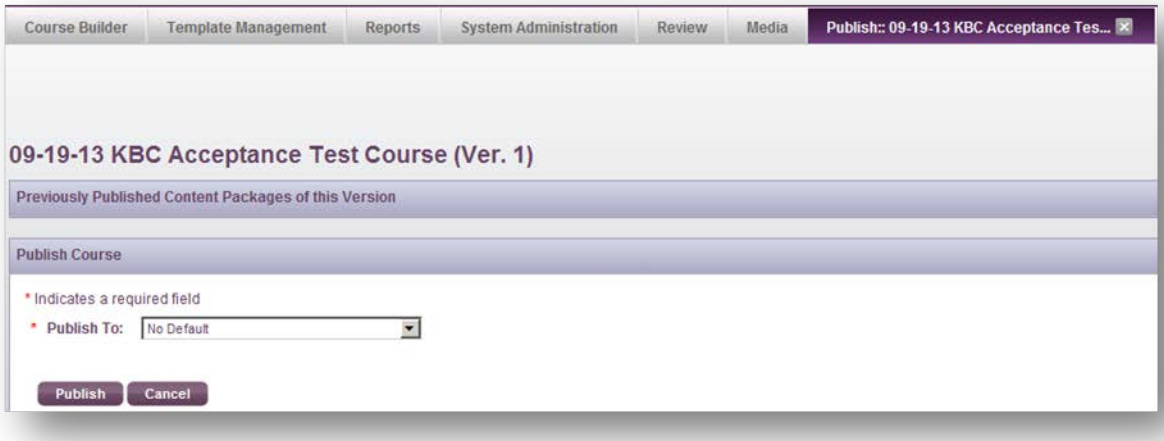
If a course has been published one or more times, you can view the list of publish operations that have been performed on the course and access the Course Packages that resulted from those publish operations. You can view a list of previously published Course Packages for a given course directly from the **Courses I Manage gadget** or from a *Publish* workspace for the given course. The latter method (described in this section) allows you to see more detailed information about the given Course Package.

Use the following steps to view a list of previously published Course Packages via the publish workspace.

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.



2. Under **Quick Links**, click the **Publish** icon ( ) for the course from which you wish to download a Course Package. The *Course Publish* workspace displays with the name *Publish:: <Course Name>.*



3. Locate the **Previously Published Content Packages of this Version** section of the workspace.

4. Click on the bar to show the contents of the **Previously Published Content Packages** section of the workspace.

5. *Optional*. Select the ellipsis link […] in the **Comments about this Publish** column next to a Course Package to get more details about the publish operation that created this Course Package. A dialog box with the detailed information will appear.

6. Select **OK** when you are done reviewing the detailed information about the creation of this Course Package.

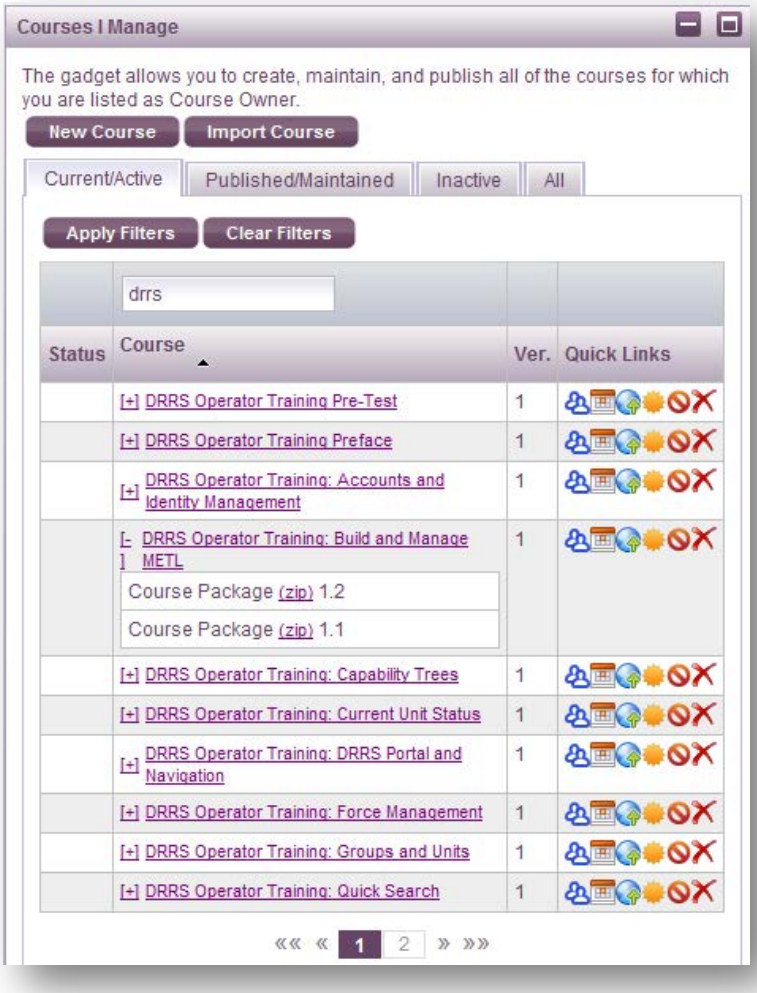
8.2.4.7 Download a Course Package via the Courses I Manage Gadget

You can download a Course Package from the server to your local system. You can perform the download directly from the **Courses I Manage gadget** or from a *Publish* workspace for the given course. The former method (described in this section) displays less information about the Course Packages but is accessible directly on the **Courses I Manage gadget**.

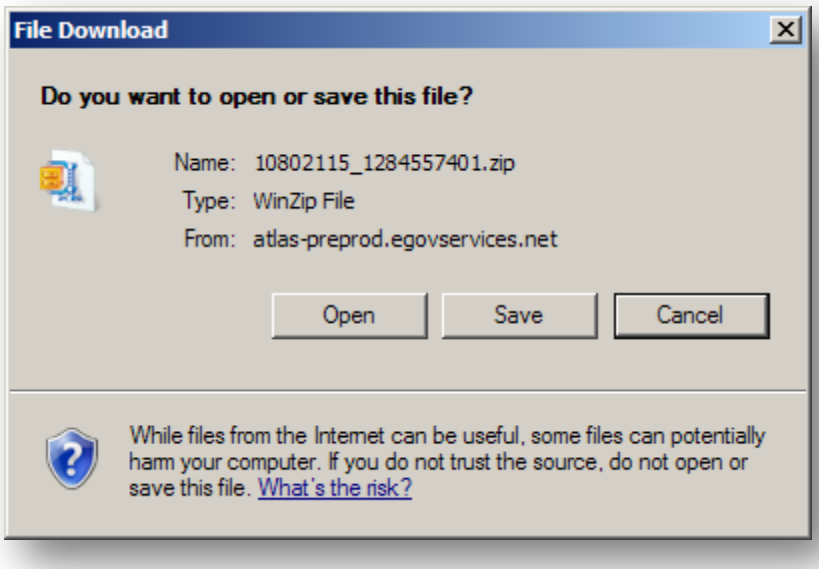
Use the following steps to download a Course Package from the **Courses I Manage gadget**.

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.

2. Click the **Plus** (+) next to the name of the course from which you wish to download a Course Package and a list of Course Packages is displayed below the course name.


Courses I Manage
The gadget allows you to create, maintain, and publish all of the courses for which you are listed as Course Owner.
New Course
Import Course
Current/Active
Published/Maintained
Inactive
All
Apply Filters
Clear Filters
drrs
Status
Course
Ver.
Quick Links
[+] DRRS Operator Training Pre-Test 1
[+] DRRS Operator Training Preface 1
[+] DRRS Operator Training: Accounts and Identity Management 1
[-] DRRS Operator Training: Build and Manage METL 1
Course Package (zip) 1.2
Course Package (zip) 1.1
[+] DRRS Operator Training: Capability Trees 1
[+] DRRS Operator Training: Current Unit Status 1
[+] DRRS Operator Training: DRRS Portal and Navigation 1
[+] DRRS Operator Training: Force Management 1
[+] DRRS Operator Training: Groups and Units 1
[+] DRRS Operator Training: Quick Search 1
«« « 1 2 » »»

3. Click the zip link next to the Course Package you wish to download. The web browser will provide you with a dialog box to save the file to your system.


File Download
Do you want to open or save this file?
Name: 10802115_1284557401.zip
Type: WinZip File
From: atlas-preprod.egovservices.net
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

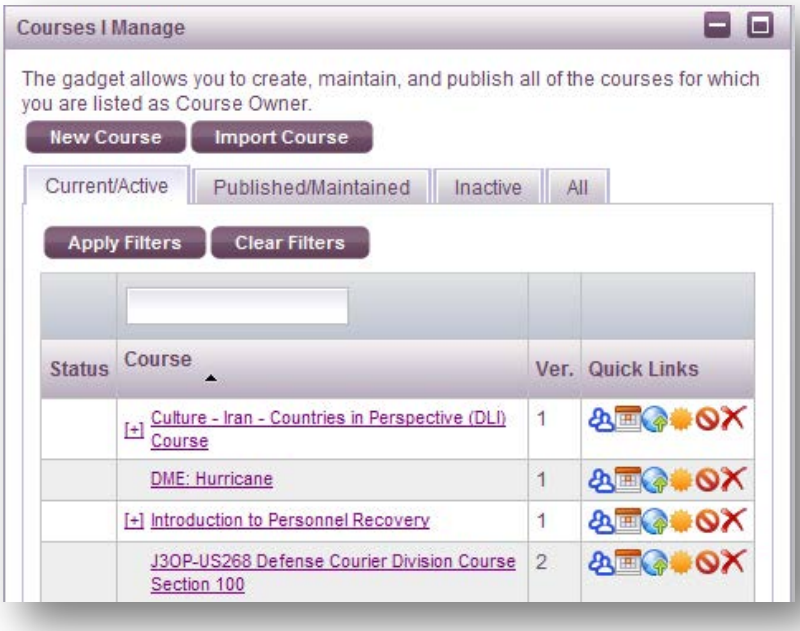
4. Click **Save** and browse to a file location where you wish to download the Course Package on your local system. *Optional*. Change the name of the zip file before you save it.

8.2.4.8 Download a Course Package via the Publish Workspace

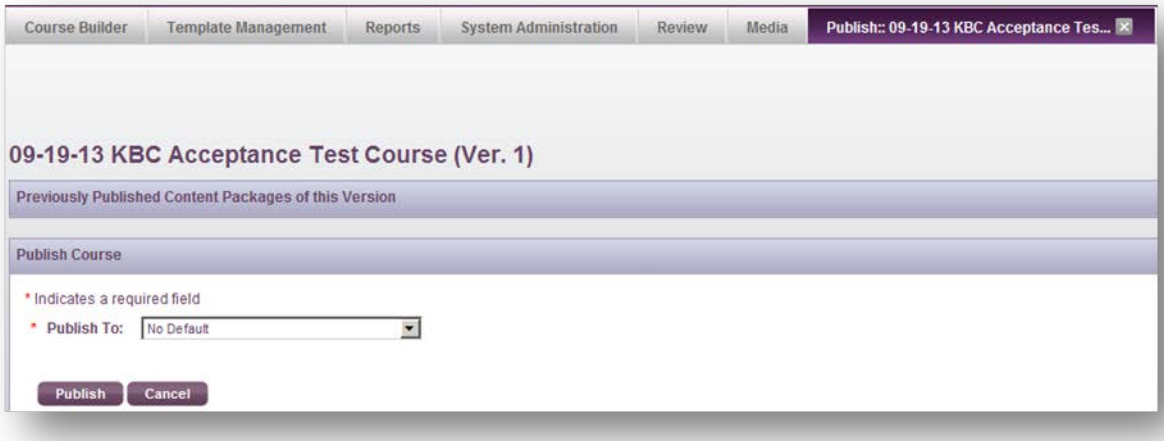
You can download a Course Package from the server to your local system. You can perform the download directly from the **Courses I Manage gadget** or from a *Publish* workspace for the given course. The latter method (described in this section) allows you to see more detailed information about the given Course Package before downloading it.

Use the following steps to download a Course Package via the Publish workspace.

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.



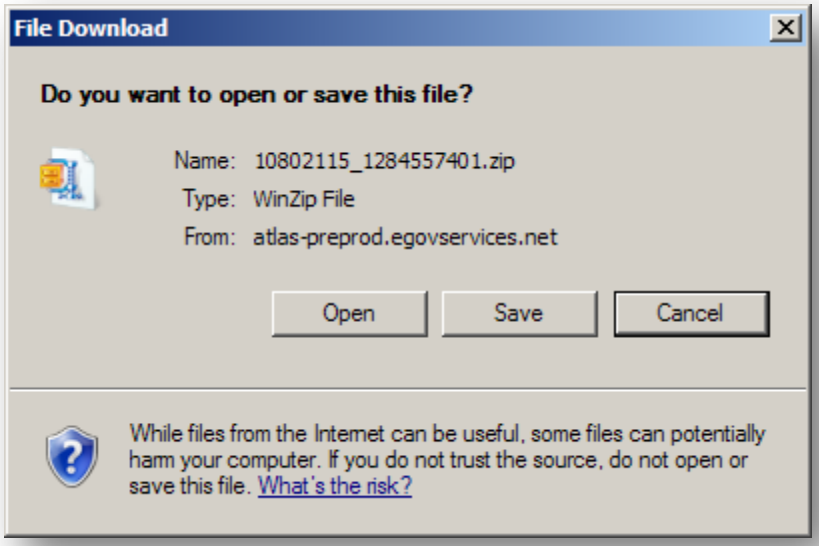
2. Under **Quick Links**, click the **Publish** icon ( ) for the course from which you wish to download a Course Package. The *Course Publish* workspace displays with the name *Publish:: <Course Name>.*



3. Locate the **Previously Published Content Packages of this Version** section of the workspace.

4. Click the bar to show the contents of the **Previously Published Content Packages** section of the workspace.

5. Select the Course Package number in the **Content Package** column for the Course Package you wish to download. The web browser will provide you with a dialog box to save the file to your system.


File Download
Do you want to open or save this file?
Name: 10802115_1284557401.zip
Type: WinZip File
From: atlas-preprod.egovservices.net
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

6. Click **Save** and browse to a file location where you wish to download the Course Package on your local system. *Optional*. Change the name of the zip file before you save it.

8.2.4.9 Delete a Course Package via the Course Workspace

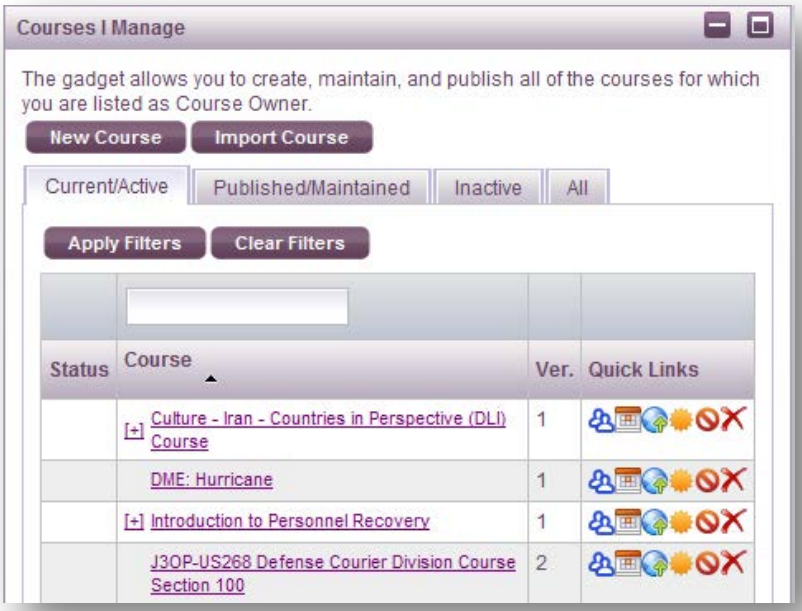
To free up disk space on the server, you can delete a Course Package created by a publish operation. You may want to do this when you have newer Course Packages that have been successfully tested.

When you delete a Course Package, a record of the publish operation that created the Course Package is maintained as part of the course history. However, the Course Package and all of its contents are deleted from the server.

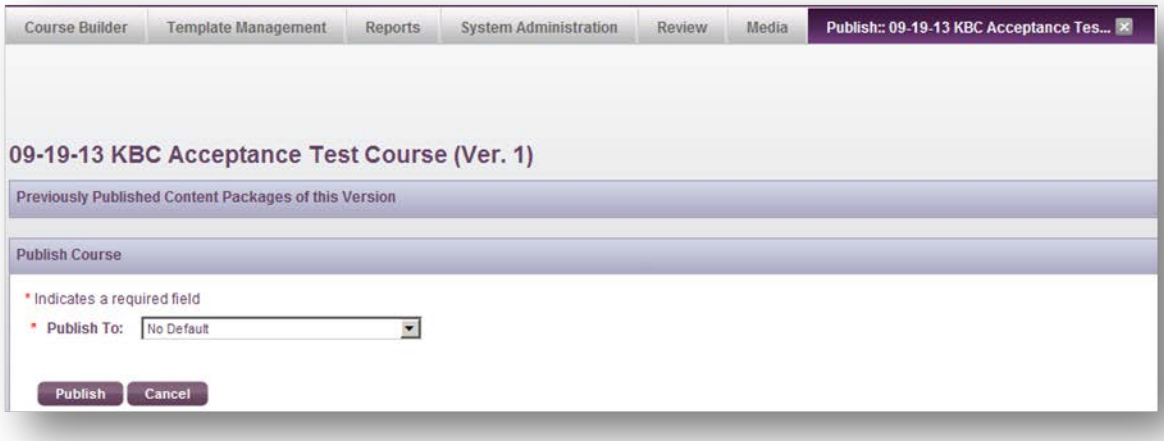
Once you delete a Course Package from the server, the contents are removed from the server and cannot be accessed. There is no “undo” operation for deleting a Course Package. You may want to make a copy of the Course Package on your local system before deleting it from the server.

Use the following steps to delete a Course Package from the server via the *Publish* workspace.

1. On the Course Builder Tab, under the **Courses I Manage gadget**, click the **Current/Active**, **Published/Maintained** or **All** tab. A list of courses displays.



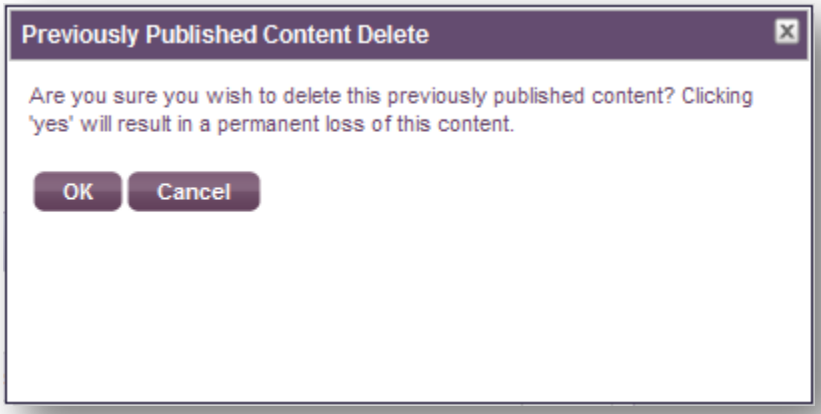
2. Under **Quick Links**, click the **Publish** icon ( ) for the course from which you wish to delete a Course Package. The *Course Publish* workspace displays with the name *Publish:: <Course Name>*.



3. Locate the **Previously Published Content Packages of this Version** section of the workspace.

4. Click on the bar to show the contents of the **Previously Published Content Packages** section of the workspace.

5. Select the **Delete** icon ( ) next to the Course Package you wish to delete. The deletion confirmation box appears.


Previously Published Content Delete
Are you sure you wish to delete this previously published content? Clicking 'yes' will result in a permanent loss of this content.
OK
Cancel

6. Click **OK** if you want to delete the Course Package.

   Note: Once a Course Package has been deleted, a record of the publish operation that created the Course Package is maintained as part of the course history. The listing of the Course Package will have the word *DELETED* in it and there will not be any links to a Course Package.

8.3 Courses I Build Gadget

The **Courses I Build gadget** is accessible on the Course Builder Tab and includes all of the functionality that is required for Content Developers to create the course structure and combine the essential elements that make up an eLearning course. This is also where Content Developers can perform maintenance on an existing course or view completed courses.

Note: The **Courses I Build gadget** displays only the courses to which you are assigned the Course Owner or Content Developer role by the Course Owner. (Assignment of roles on the course team happens in the **Courses I Manage gadget**.)

The following table lists the icons used within this gadget.

Table 4: Courses I Build Icons

ICON	FUNCTION / DEFINITION
	Under Review – this status icon indicates that the course is under review.
	Locked – this status icon indicates that the course is locked (read-only).
	Inactive – this status icon indicates that the course is inactive.
	View/Download PDF – this icon becomes available for inactive courses and allows you to view or download a PDF of the course.
	Analysis – this icon will allow you to access the audience analysis, needs assessment, and task analysis forms for the Analysis portion of the ADDIE model. This functionality is in development and is not yet complete.
	Design and Development – this icon takes you to the portion of the course workspace where you can build the structure and content of your course using directories, items (lessons), pages, and tests.
	Implement – this icon will allow you to run checks on your content related to publishing. This functionality is in development and is not yet complete.
	Evaluate – this icon will allow you to build and implement surveys related to your course. This functionality is in development and is not yet complete.
	Course Team – this icon takes you directly to the team workspace to view the list of team members assigned to this course.
	Objectives – this icon takes you directly to the learning objectives workspace to view or edit terminal learning objectives (TLOs) and enabling learning objectives (ELOs) for this course.
	Test Bank – this icon takes you directly to the test bank workspace to view or edit the questions for this course.
	Question Options – this icon takes you directly to the knowledge-based question workspace to view or edit knowledge-based question options for this course.
	Review Periods – this icon takes you directly to the workspace to see review timeframes for the course.
	Course Resources/Tools – this icon takes you directly to the resources workspace to view or edit the resources for this course such as glossary terms.
	Properties – this icon takes you directly to the properties workspace to view the properties for this course.
	Contextual Help – this icon opens a modal window that provides contextual help.
	Delete – this icon is used to delete an item.

ICON	FUNCTION / DEFINITION
	Date Picker – this icon is used to select a specific date using a calendar interface.
	Edit (Course Resources/Tools) – this icon is used to edit an item.
	Add – this icon is used to add objectives.
	Print (N/A Yet) – this icon is used to print the list of objectives.
	Re-Order – this icon is used to re-order objectives.
	Edit (Objectives) – this icon is used to edit objectives.
	Remove – this item is used to remove objectives.
	Course – this icon indicates that the node is the root course directory.
	Directory – this icon indicates that the node is a directory.
	Item – this icon indicates that the node is an item (lesson).
	Page – this icon indicates that the node is a page.
	Branch – this icon indicates that the node is a branch.
	Flash Asset – this icon indicates that the node is a flash asset.
	Audio Asset – this icon indicates that the node is an audio asset.
	Graphic Asset – this icon indicates that the node is a graphic asset.
	Text Asset – this icon indicates that the node is a text asset.
	Video Asset – this icon indicates that the node is a video asset.
	KBQ Asset – this icon indicates that the node is a knowledge-based question asset.
	HTML Asset – this icon indicates that the node is an HTML asset.
	HTML5 Asset – this icon indicates that the node is an HTML5 asset.
	Export – this icon allows you to export a course in HTML or PDF format.
	Add Directory – this icon allows you to add a new directory to a course.

ICON	FUNCTION / DEFINITION
	Add Item – this icon allows you to add a new item to a course.
	Add Test – this icon allows you to add a new test to a course.
	Add Page – this icon allows you to add a new page to a course.
	Add Branch – this icon allows you to add a new branch to a course.
	Import PowerPoint Slides – this icon allows you to import PowerPoint slides as pages in a course.
	Copy – this icon allows you to copy a directory, item, page, or branch in a course.
	Paste – this icon allows you to paste a copied directory, item, page, or branch into a course.
	Spell Check – this icon allows you to check the spelling in your lesson or page.
	Import – this icon allows you to import content from another course.
	Save to Clipboard – this item allows you to save to the clipboard.

8.3.1 Courses I Build Tabs

The **Courses I Build gadget** is organized under four tabs:

- **Current/Active** – This tab includes courses you are currently building; it includes both new courses and new versions of existing courses.
- **Published/Maintained** – This tab includes courses which have been published as final, but may require maintenance or editing.
- **Inactive** – This tab includes courses that have been locked by the Course Owner. Edits cannot be made to the content.
- **All** – All courses to which you are or have been assigned as a Content Developer are available on this tab, regardless of status.

Each tab contains the following information:

- **Status** – Shows icons that indicate when a course is under review and/or locked to edits.
- **Course** – The title of the course. The course description displays on hover.
- **Version** – The version number of the course.
- **Quick Links** – Icons that enable you to go directly to commonly used components of the course workspace.

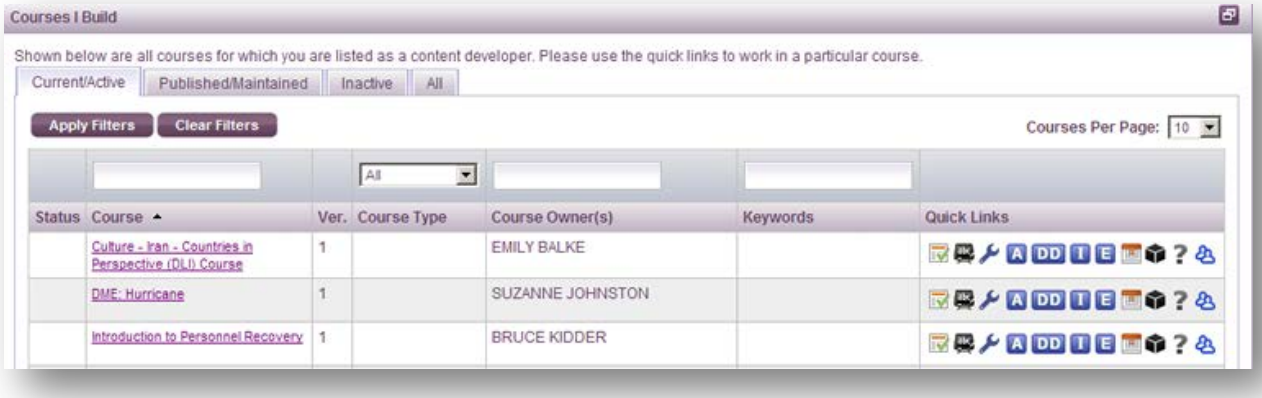
- **Course Type** – Courses can be developed for full-screen viewing, meaning that the course is built with the intention that it will be taken on a traditional desktop or laptop computer. The course type field indicates Full as the type of course.
- **Course Owners** – The Course Owner(s) as assigned in the JKO Course Builder application.
- **Keywords** – A truncated list of the keywords assigned to this course.

Note: Column descriptions unique to a tab are listed in the following tab descriptions.

Current/Active, Published/Maintained, and *All Tabs*

Minimized View

Maximized View



Inactive Tab

In addition to the information available on the other tabs, the *Inactive* tab also gives the Course Owner access to published course packages.

Minimized View

8.3.2 Course Workspace

When you click on a course title or quick link from the **Courses I Build gadget**, you are taken to the **course workspace** for the course you've selected.

The **course workspace** allows you to access the functions required to build or maintain a course. The following options are available to navigate the space:

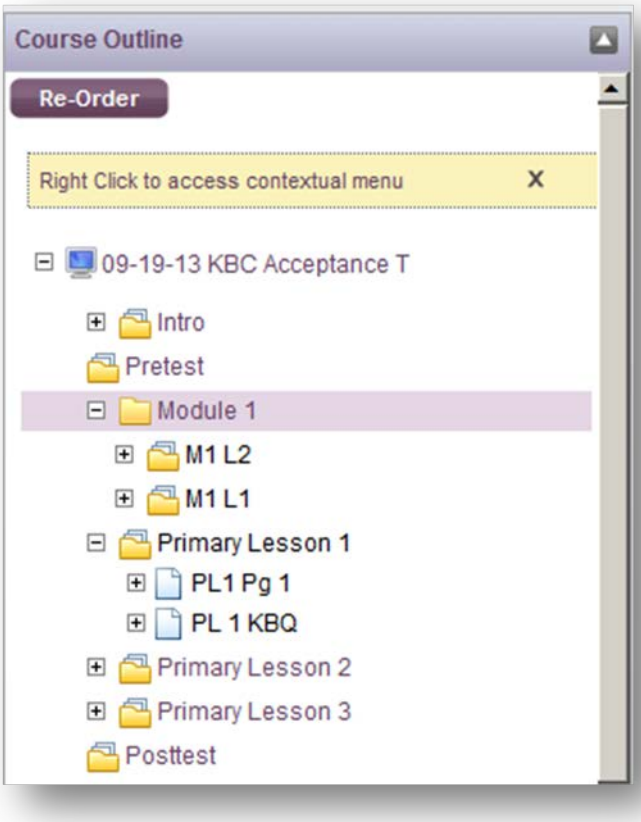
- **ADDIE Links** – The Analysis, **Design & Development**, Implementation, and Evaluation will take you to functionality designed to assist you in each phase of the ADDIE process. At this time, the only active link is **Design Development**. This is the default view for the course workspace. It shows the course outline (tree) in the left pane and the details of any selected node in the right pane.
- **Course Team** – The portion of the course workspace where you can view the course team as assigned by the Course Owner.
- **Objectives** – The portion of the course workspace where you can add or edit terminal and enabling learning objectives for the course.
- **Test Bank** – The portion of the course workspace where you add and maintain questions for use in tests and knowledge-based questions in the course.
- **Question Options** – The portion of the course workspace where you can select parameters for knowledge-based questions within the course content.
- **Review Periods** – This portion of the course workspace shows you any review periods defined for this course by the Course Owner.
- **Resources** – The portion of the course workspace where you can add or edit library, table of contents, help, and glossary files.
- **Properties** – The portion of the course workspace where you can view the course properties.

8.3.3 Design and Development

The **Design Development** view of the course workspace is where you will build your course structure of directories, items, pages, branches, and tests. This view contains three sections. The left side of the screen shows the **Course Outline** and **Clipboard** sections, and the right pane displays the details of the selected node in the outline.

Course Outline

The **Course Outline** pane displays the structure, or hierarchy, of the course content in a tree format. As the course structure is built, the directories (any structure above lesson), items (lessons), and pages are available in the **Course Outline** window on the left.



Note: The left panel, which includes the **Course Outline** and the **Clipboard** windows, can be resized to increase or decrease the course workspace area to the right of the panel. Click and drag the middle of the divider line between the two panels to resize.

Clipboard

The Clipboard functionality is not completed at this time.

8.3.4 Courses I Build Roles

The **Courses I Build gadget** is accessible for the following JKO Course Builder roles:

JKO COURSE BUILDER ROLE	GADGET ACCESS
COURSE OWNER	✓
CONTENT DEVELOPER	✓
MEDIA DEVELOPER	
TEMPLATE DEVELOPER	
LEAD REVIEWER	
REVIEWER	
LCMS TECHNICIAN	✓
LCMS ADMINISTRATOR	✓

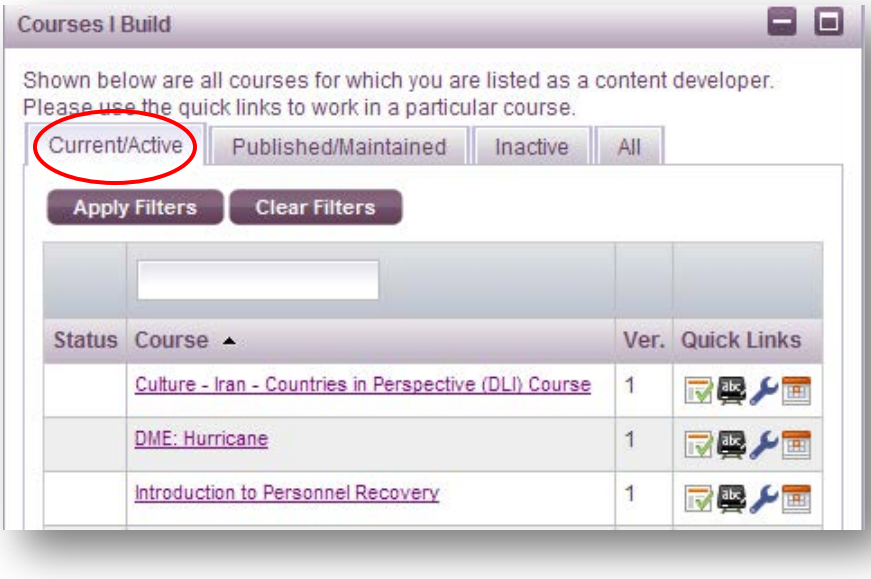
8.3.5 Courses I Build Tasks

8.3.5.1 View Current or Active Courses

Courses are available in the **Current/Active** tab once they have been created, or if a new version has been created. These courses have not been published as final or locked or deactivated by the Course Owner.

Use the following steps to view current or active courses to which you are assigned:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **Current/Active** tab. A list of all current courses displays. Only courses for which the user has been assigned the role of Course Owner or Content Developer are displayed.



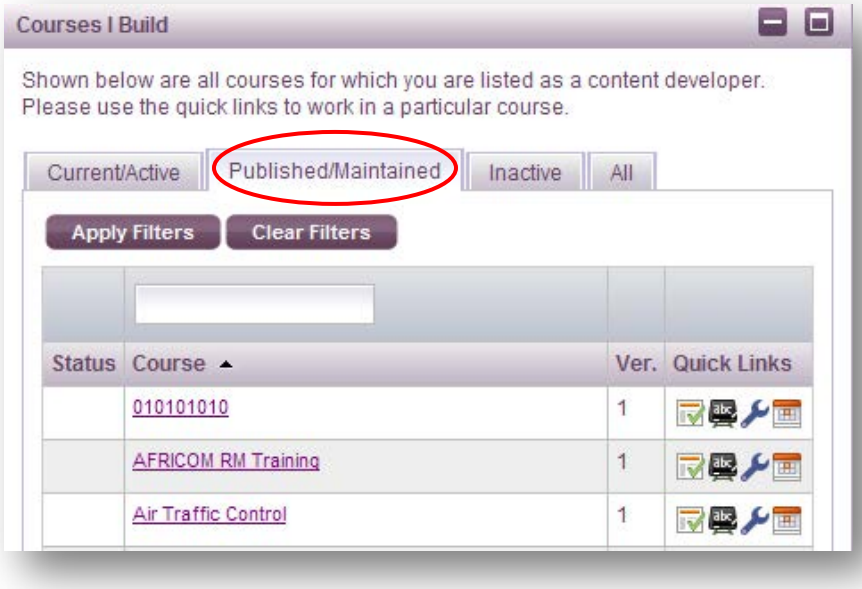
2. *Optional.* Use the in-column filtering options to limit the list to specific courses.

8.3.5.2 View Published or Maintained Courses

When a course is published, the Course Owner can opt to publish the version as final for production. Once this task is complete, the course is available in the **Published/Maintained** tab. These courses can be edited and any revisions to the course published under the same version number.

Use the following steps to view published courses to which you are assigned:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **Published/Maintained** tab. A list of courses displays. Only courses for which the user has been assigned the role of Course Owner or Content Developer are displayed.



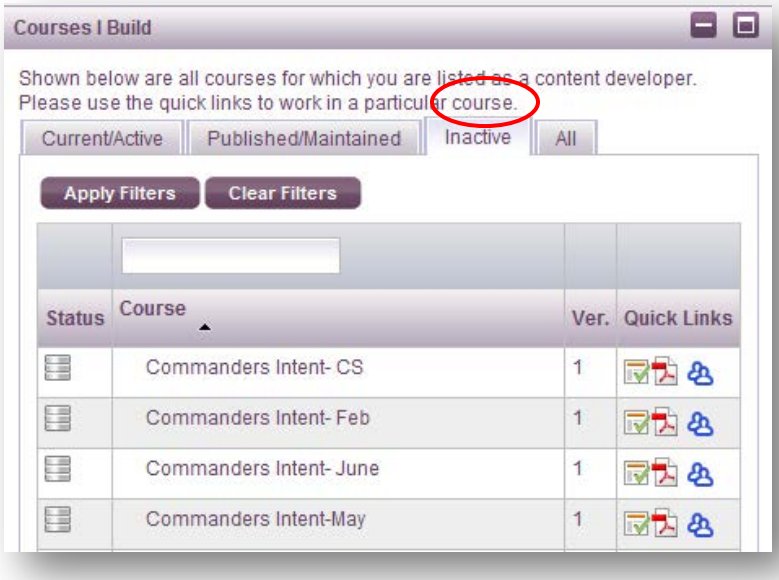
2. *Optional.* Use the filtering options to limit the list to specific course-by-course name.

8.3.5.3 View Inactive Courses

The Course Owner can deactivate a version of a course, which moves the course to the **Inactive** tab. In this tab, courses can be viewed as PDF files but edits cannot be made.

Use the following steps to view inactive courses to which you are assigned as Content Developer:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **Inactive** tab. A list of courses displays. Only courses for which the user has been assigned the role of Course Owner or Content Developer are displayed.



2. *Optional.* Use the filtering options to limit the list to specific course-by-course name.

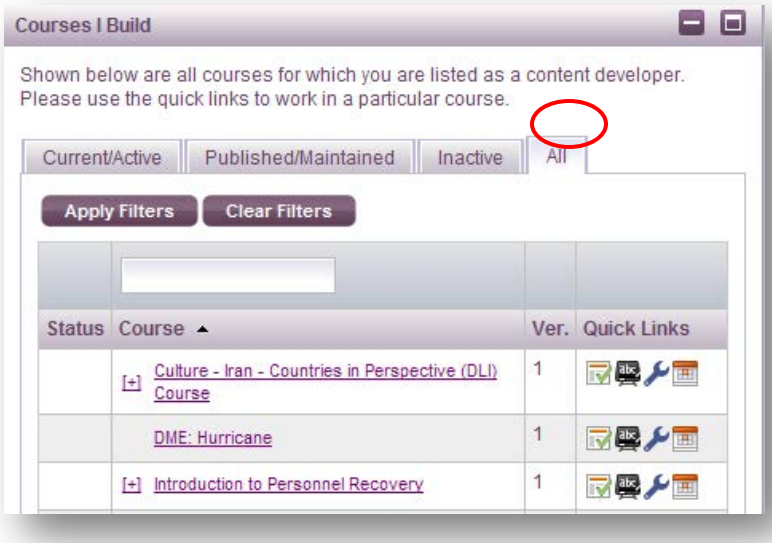
3. *Optional.* Click the **[+]** for any course to view the versions of the course that are inactive. Click **[-]** to collapse the expanded node.

8.3.5.4 View Active, Published, and Inactive (All) Courses

Use the following steps to view all courses to which you are assigned as Content Developer:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **All** tab. A list of courses displays.

   Note: This includes all courses that are included on the **Current/Active**, **Published/ Maintained**, and **Inactive** tabs.



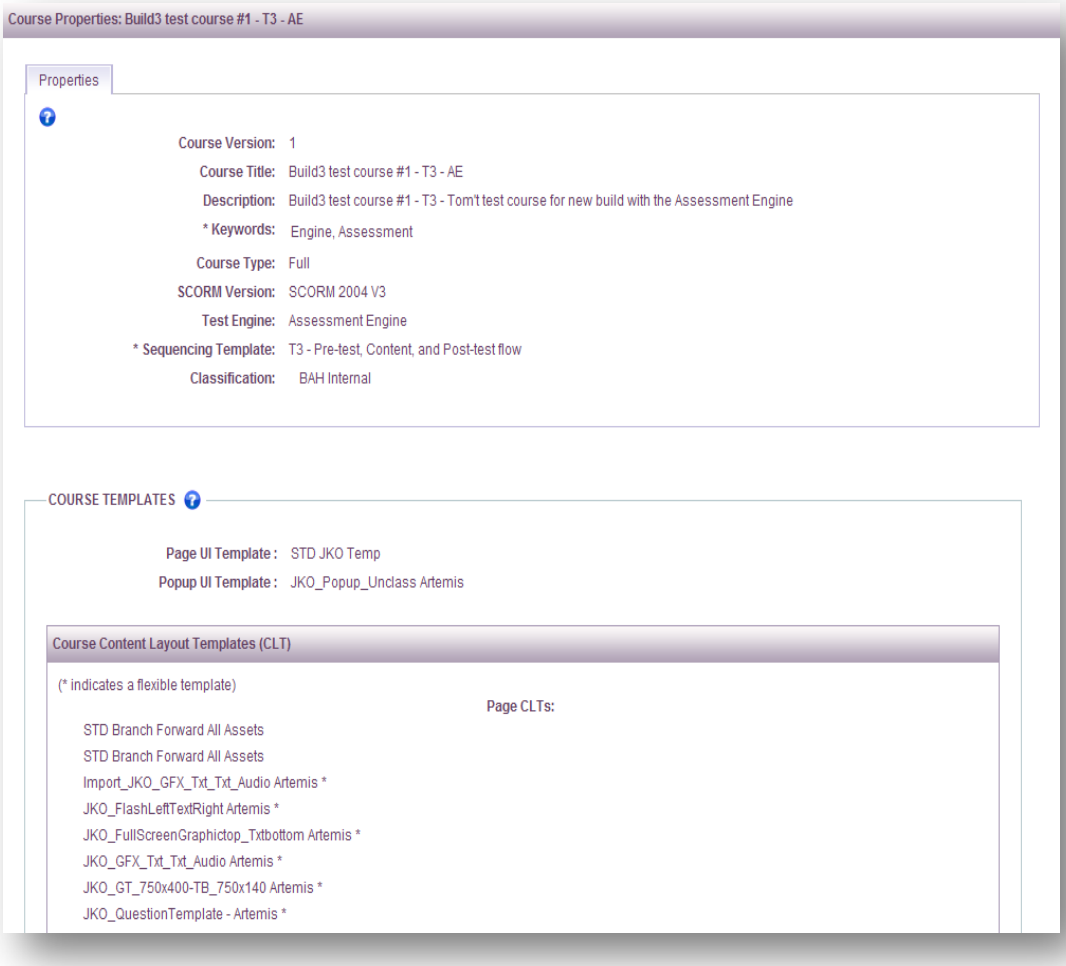
2. *Optional.* Use the filtering options to limit the list to specific course-by-course name.

8.3.5.5 View Course Properties Defined for a Course

New courses or new versions of existing courses are created by the Course Owner in the **Courses I Manage gadget**. The course properties are established when the course is created. Content Developers can view the course properties.

Use the following steps to view course properties:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the **Properties** quick link ( ) of the course for which you wish to view course properties. The course properties display.


Course Properties: Build3 test course #1 - T3 - AE
Properties
Course Version: 1
Course Title: Build3 test course #1 - T3 - AE
Description: Build3 test course #1 - T3 - Tom't test course for new build with the Assessment Engine
* Keywords: Engine, Assessment
Course Type: Full
SCORM Version: SCORM 2004 V3
Test Engine: Assessment Engine
* Sequencing Template: T3 - Pre-test, Content, and Post-test flow
Classification: BAH Internal
COURSE TEMPLATES
Page UI Template : STD JKO Temp
Popup UI Template : JKO_Popup_Unclass Artemis
Course Content Layout Templates (CLT)
(* indicates a flexible template)
Page CLTs:
STD Branch Forward All Assets
STD Branch Forward All Assets
Import_JKO_GFX_Txt_Txt_Audio Artemis *
JKO_FlashLeftTextRight Artemis *
JKO_FullScreenGraphictop_Txtbottom Artemis *
JKO_GFX_Txt_Txt_Audio Artemis *
JKO_GT_750x400-TB_750x140 Artemis *
JKO_QuestionTemplate - Artemis *

2. *Optional.* For additional information on the information displayed, click the **Help** ( ) icon for each section.

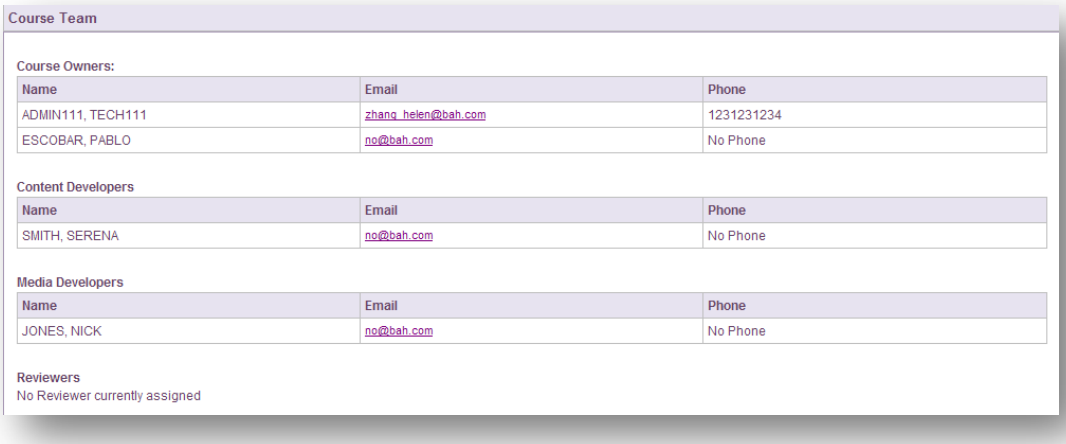
8.3.5.6 View Team Members Assigned to a Course

When a course is created, the Course Owner assigns the team members who will be working on the course. Team members can be assigned according to the following guidelines:

- Only users with valid JKO Course Builder profiles can be assigned to a course.
- The profile must be compatible with the role for which they can be assigned.

Use the following steps to view team assignments:

1. On the Course Builder Tab, under the maximized **Courses I Build gadget**, locate and click the **Course Team** quick link ( ) of the course for which you wish to view team assignments. The *Course Team* displays.



The course team window displays the people assigned to this course by role. If the email address and phone number are included in the user's profile, they are also displayed.

2. *Optional.* Click the email address of a team member to send an email using your system default email program.

8.3.5.7 View Review Periods Defined for a Course

The Course Owner assigns timeframes for which the course will be reviewed.

Use the following steps to view review periods for a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the **Review Periods** quick link ( ) of the course for which you wish to view review periods. The *Review Periods* screen displays.

Review Periods
Reviewers can only review the course during a set time period. The table below shows when the review periods exist for this course.
Review Period
Locked
Review Notes
10/18/2010 - 10/25/2010
Please review yet again.
10/04/2010 - 10/11/2010
Please review again.
09/20/2010 - 09/27/2010
Please review.

Note: A *Lock* icon ( ) for a review period indicates that the course will not be available for editing during that review period.

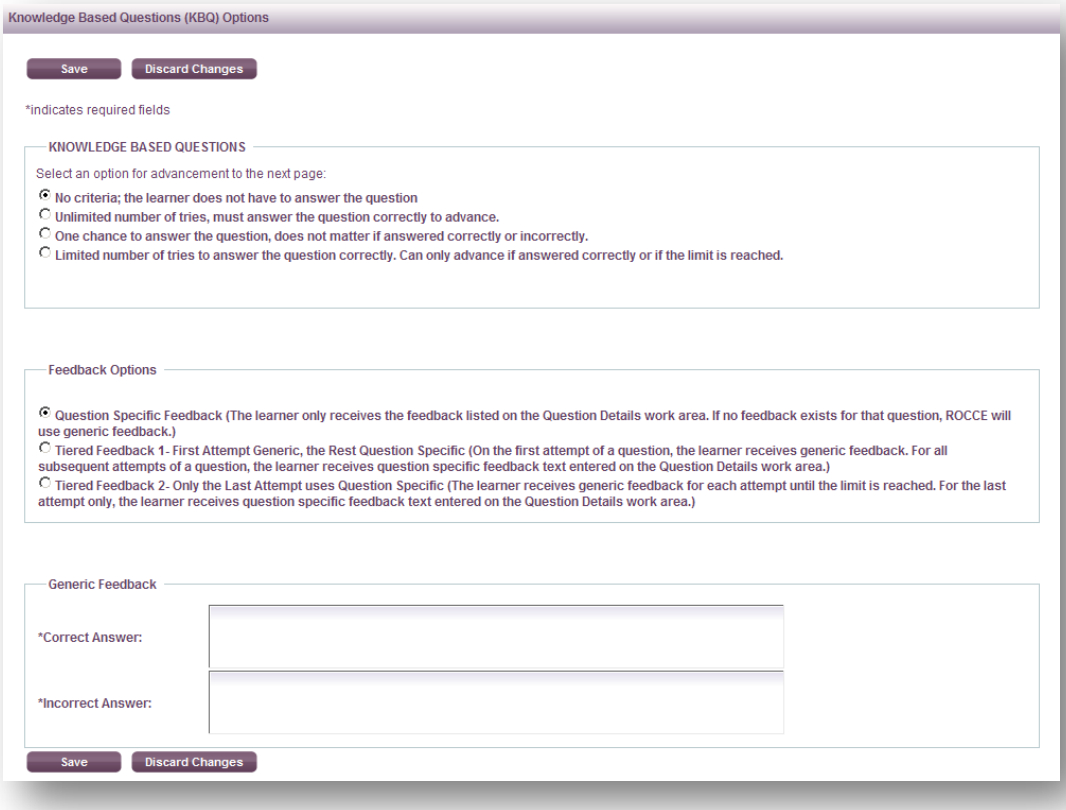
8.3.5.8 View or Edit Knowledge-Based Question Options for a Course

Knowledge-Based Questions (KBQs) are questions that are added as a page within the content to check the learner's understanding of the course material. These questions are not included as part of the course assessment or grade. The Content Developer must set the parameters for the number of attempts and the feedback for the course.

Use the following steps to view or edit KBQ options:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course name for which you wish to view or edit KBQ options. The *Course Workspace* tab appears.

2. In the *Course Workspace* tab, click the **Question Options** icon ( ) in the top right section of the tab header. The *Knowledge Based Questions (KBQ) Options* screen displays.


Knowledge Based Questions (KBQ) Options
Save
Discard Changes
*indicates required fields
KNOWLEDGE BASED QUESTIONS
Select an option for advancement to the next page:
No criteria; the learner does not have to answer the question
Unlimited number of tries, must answer the question correctly to advance.
One chance to answer the question, does not matter if answered correctly or incorrectly.
Limited number of tries to answer the question correctly. Can only advance if answered correctly or if the limit is reached.
Feedback Options
Question Specific Feedback (The learner only receives the feedback listed on the Question Details work area. If no feedback exists for that question, ROCCE will use generic feedback.)
Tiered Feedback 1- First Attempt Generic, the Rest Question Specific (On the first attempt of a question, the learner receives generic feedback. For all subsequent attempts of a question, the learner receives question specific feedback text entered on the Question Details work area.)
Tiered Feedback 2- Only the Last Attempt uses Question Specific (The learner receives generic feedback for each attempt until the limit is reached. For the last attempt only, the learner receives question specific feedback text entered on the Question Details work area.)
Generic Feedback
*Correct Answer:
*Incorrect Answer:
Save
Discard Changes

3. In the **Knowledge Based Questions** section, select the **KBQ advancement option** according to the following definitions.

   - **No criteria** – allows the learner to advance to the next page without answering the question.
   - **Unlimited number of tries** – the learner must answer the question correctly in order to advance to the next page.
   - **One chance** – the learner receives feedback on their answer after the first response to the question and then can advance to the next page.
   - **Limited number of tries** – you can specify the number of attempts that the learner gets before receiving feedback and being allowed to advance to the next page.

Note: If the "Limited number of tries" option is selected, select the number of tries permitted from the dropdown list. The maximum number is five (5).

4. In the **Feedback Options** section, select the **feedback criteria** you wish to apply to all of the KBQs in this course according to the following definitions.

   - **Question Specific Feedback** - The learner receives the feedback specific to the question selected. If no feedback exists for that question, JKO Course Builder will use generic feedback.
   - **Tiered Feedback 1** - On the **first attempt** of a question, the learner receives generic feedback. For all **subsequent attempts** of a question, the learner receives question-specific feedback.
   - **Tiered Feedback 2** - The learner receives generic feedback for each attempt until the limit is reached. For the **last attempt only**, the learner receives question-specific feedback.

5. In the **Generic Feedback** section, specify the feedback that you want the learner to see if the question-specific feedback is not provided in the test bank. This feedback will be used in the case of tiered feedback or if question-level feedback does not exist.

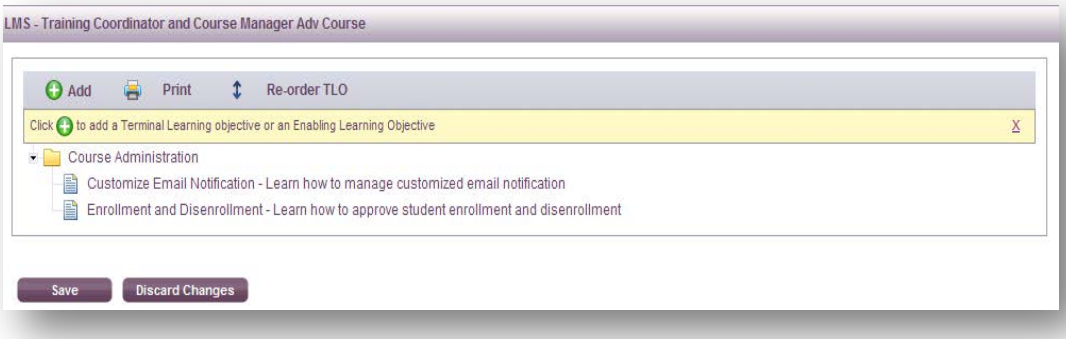
6. Click **Save**. KBQ options will be applied to all knowledge-based questions for the selected course.

8.3.5.9 Add Terminal and Enabling Learning Objectives to a Course

A Terminal Learning Objective (TLO) is an instructional goal for the course. The Enabling Learning Objectives (ELOs) are the individual skills, knowledge, and behaviors that are required for the learner to master the Terminal Learning Objective(s). If you include learning objectives in your course, both terminal and enabling objectives must be set. Lessons may be linked with the ELOs that they support, and if assessments are used to determine mastery of a topic, the assessment questions are linked with the ELOs.

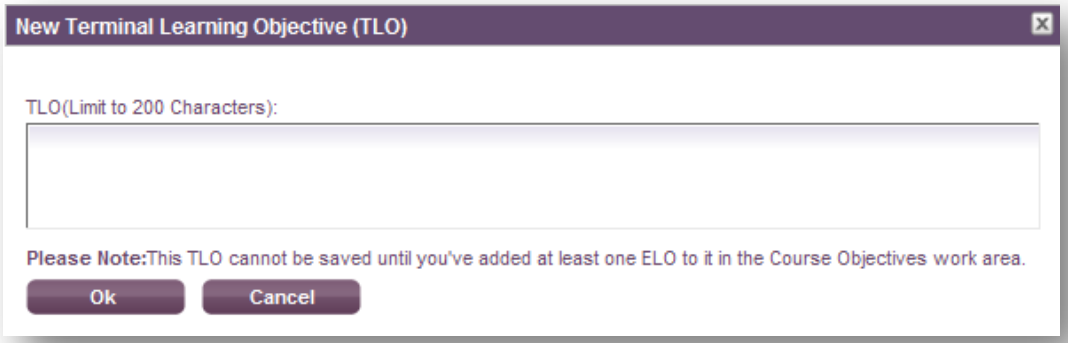
Use the following steps to add objectives to a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the **Learning Objectives** quick link ( ) of the course for which you wish to add objectives. The *Course Learning Objectives* workspace displays.


LMS - Training Coordinator and Course Manager Adv Course
Add
Print
Re-order TLO
Click to add a Terminal Learning objective or an Enabling Learning Objective
Course Administration
Customize Email Notification - Learn how to manage customized email notification
Enrollment and Disenrollment - Learn how to approve student enrollment and disenrollment
Save
Discard Changes

Note: ELOs cannot be added unless a TLO is selected. A TLO cannot be saved until at least one ELO is included.

2. Click the **Add** icon ( ). Select **New TLO** from the dropdown list. A *New Terminal Learning Objective* window appears.


New Terminal Learning Objective (TLO)
TLO(Limit to 200 Characters):
Please Note:This TLO cannot be saved until you've added at least one ELO to it in the Course Objectives work area.
Ok
Cancel

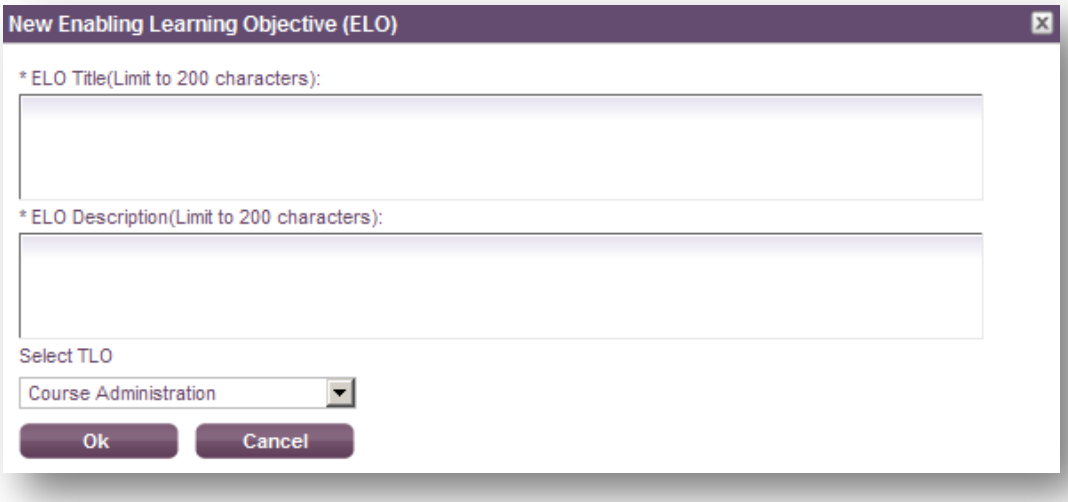
In the TLO field, enter the text for the TLO.

3. Click **OK.** (Note that the TLO will not be saved for this course unless an ELO is linked to it.) The TLO will be added to the *Course Learning Objectives* screen.

4. To add an Enabling Learning Objective, click the **Add** icon ( ). Select **New ELO** from the dropdown list.

   Note: Selecting the TLO that an ELO supports prior to clicking the Add ELO option automatically associates the ELO with that TLO.

   A *New Enabling Learning Objective* window appears.



5. In the **ELO Title** field, type a brief summary of or keywords related to the ELO.

6. In the **ELO Description** field, type the complete text for the learning objective.

TIP:

Industry Best Practices for writing effective learning objectives (Mager) recommend that learning objectives include three major components:

- The skill or behavior
- The conditions
- The criteria

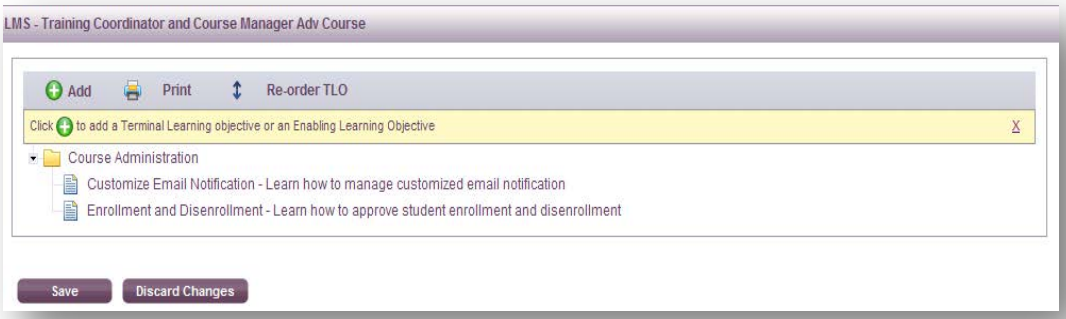
For example: Given a standard ruler, name the length and width of rectangular shapes within ¼ inch. Another example is: Given written descriptions of group members' actions during a meeting, identify whether the actions are cooperative behaviors within an accuracy rating of 80%.

7. From the **Select TLO** dropdown box, select the TLO that this ELO supports. Do not select "TLO Undefined"; this option is for courses developed before the TLO option became available.
8. Click **OK.** The ELO is added to the Course Objectives page.
9. Click **Save**.

8.3.5.10 Edit Learning Objectives for a Course

Use the following steps to edit objectives defined for a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the **Learning Objectives** quick link ( ) of the course for which you wish to edit objectives. The *Course Learning Objectives* workspace displays.


LMS - Training Coordinator and Course Manager Adv Course
Add
Print
Re-order TLO
Click to add a Terminal Learning objective or an Enabling Learning Objective
Course Administration
Customize Email Notification - Learn how to manage customized email notification
Enrollment and Disenrollment - Learn how to approve student enrollment and disenrollment
Save
Discard Changes

2. Click the TLO or ELO that you wish to edit. Objective text is highlighted on the screen. Click the **Edit** icon ( ).
3. Edit the TLO or ELO information.
4. Click **OK.** The objective is updated on the *Course Learning Objectives* workspace.

5. Click **Save**.

8.3.5.11 Delete Terminal or Enabling Learning Objectives from a Course

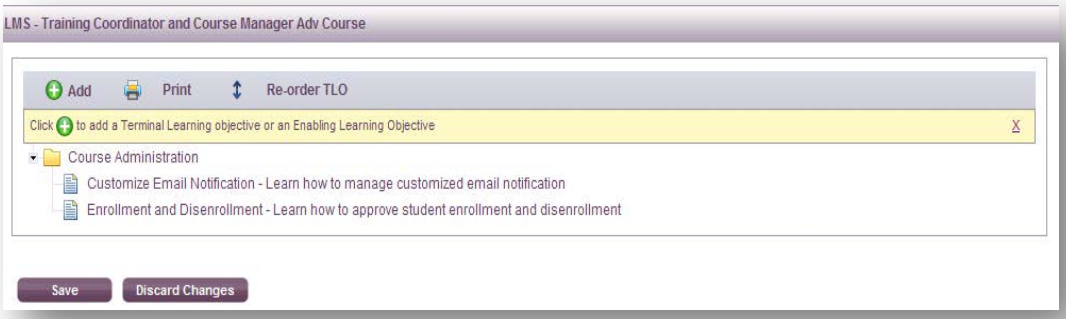
Learning objectives can be deleted from a course under the following conditions:

- A TLO can be deleted if there are no ELOs associated with it.
- An ELO can be deleted if there are no items (lessons) associated to it.
- TLOs will be automatically deleted if all associated ELOs are deleted or associated with another TLO.

Note: The system will not allow you to delete an objective that is associated to an item (lesson) or test in the course. If you wish to delete the objective, you must remove it from all items (lessons) and tests in the course.

Use the following steps to delete terminal or enabling learning objectives:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the **Learning Objectives** quick link ( ) of the course for which you wish to delete objectives. The *Course Learning Objectives* workspace displays.

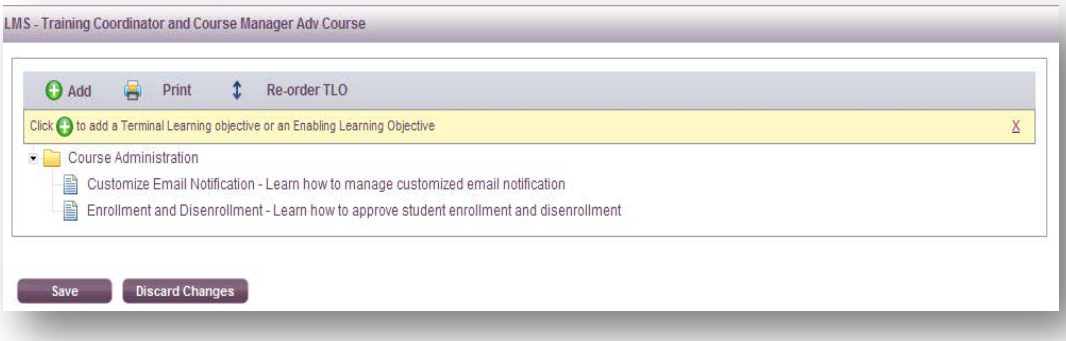

LMS - Training Coordinator and Course Manager Adv Course
Add
Print
Re-order TLO
Click to add a Terminal Learning objective or an Enabling Learning Objective
Course Administration
Customize Email Notification - Learn how to manage customized email notification
Enrollment and Disenrollment - Learn how to approve student enrollment and disenrollment
Save
Discard Changes

2. Click the TLO or ELO that you wish to delete. The objective text is highlighted on the screen. Click the **Remove** icon ( ).
3. Click **Save**.

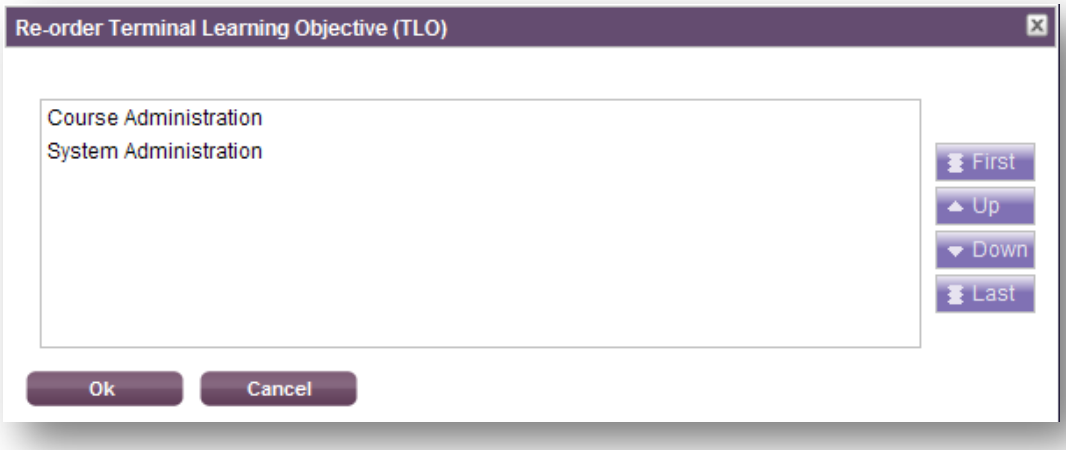
8.3.5.12 Re-sequence Terminal Learning Objectives within a Course

Use the following steps to re-order the Terminal Learning Objectives (TLOs) for a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the **Learning Objectives** quick link icon ( ) of the course for which you wish to re-order the objectives. The *Course Learning Objectives* workspace displays.


LMS - Training Coordinator and Course Manager Adv Course
Add
Print
Re-order TLO
Click to add a Terminal Learning objective or an Enabling Learning Objective
Course Administration
Customize Email Notification - Learn how to manage customized email notification
Enrollment and Disenrollment - Learn how to approve student enrollment and disenrollment
Save
Discard Changes

2. Click the **Re-order TLO** icon ( ). The *Re-order Terminal Learning Objectives (TLO)* modal window appears.



3. Use the **First, Up, Down,** and **Last** buttons to change the order of the TLOs in the list.
4. Click **OK**.
5. Click **Save**.

8.3.5.13 Re-sequence Enabling Learning Objectives within a Course

Use the following steps to re-order the Enabling Learning Objectives (ELOs) for a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the **Learning Objectives** quick link icon ( ) of the course for which you wish to re-order the objectives. The *Course Learning Objectives* workspace displays.
2. Select the Terminal Learning Objective (TLO) for which you want to re-order the ELOs.
3. Click **Edit**.

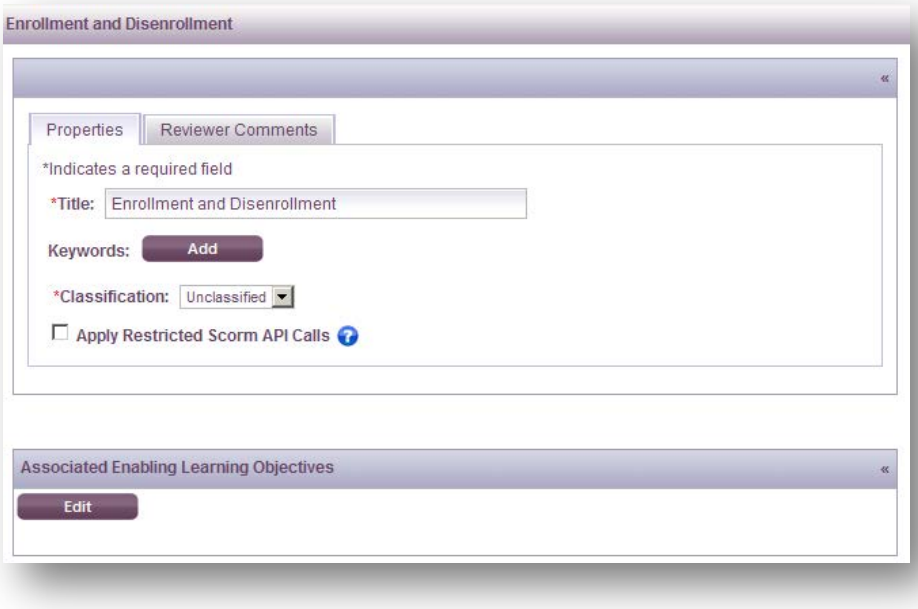
4. Associated ELOs appear below the TLO in a popup window.
5. Use the **First**, **Up**, **Down**, and **Last** buttons to change the order of the ELOs in the list.
6. Click **OK**.
7. Click **Save**.

8.3.5.14 Associate or Remove Enabling Learning Objectives for a Lesson

If your course has both a pretest and a posttest, every item (lesson) must be associated with one or more Enabling Learning Objectives (ELOs) defined for the course.

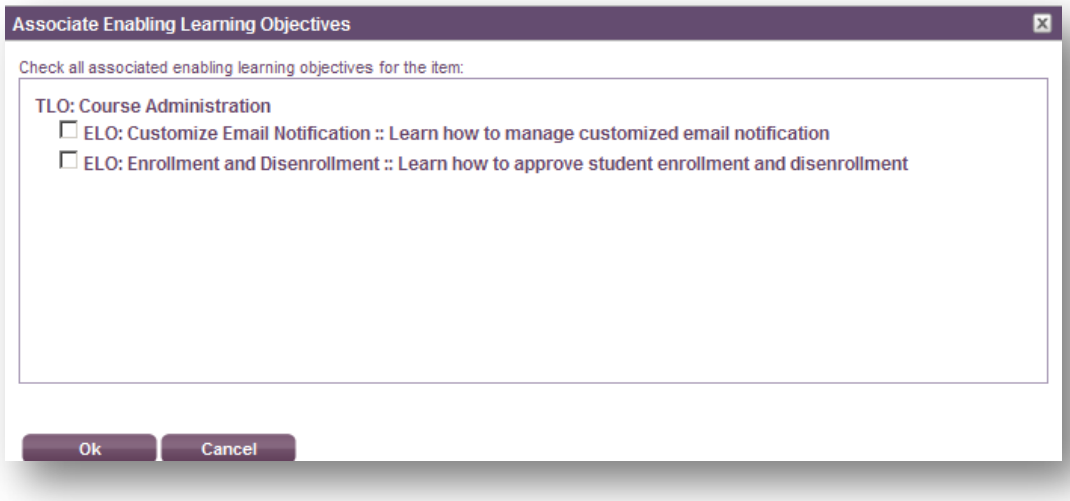
Use the following steps to associate ELOs to a lesson:

1. On the Course Builder Tab, under the maximized **Courses I Build gadget**, locate and click the **Design Development** quick link (DD) of the course on which you wish to work. Alternatively, on the minimized **Courses I Build gadget**, click the course title. The *Course Workspace* tab appears.
2. In the **Course Outline** panel, click the **Lesson Name** for which you wish to associate ELOs. The lesson properties appear.



Any ELOs already associated with this lesson are listed in the **Associated Enabling Learning Objectives** section.

3. Click **Edit** to add or change the associated objectives. The *Associate Enabling Learning Objectives* window appears.


Associate Enabling Learning Objectives
Check all associated enabling learning objectives for the item:
TLO: Course Administration
ELO: Customize Email Notification :: Learn how to manage customized email notification
ELO: Enrollment and Disenrollment :: Learn how to approve student enrollment and disenrollment
Ok
Cancel

This window displays all of the terminal and enabling learning objectives currently defined for this course.

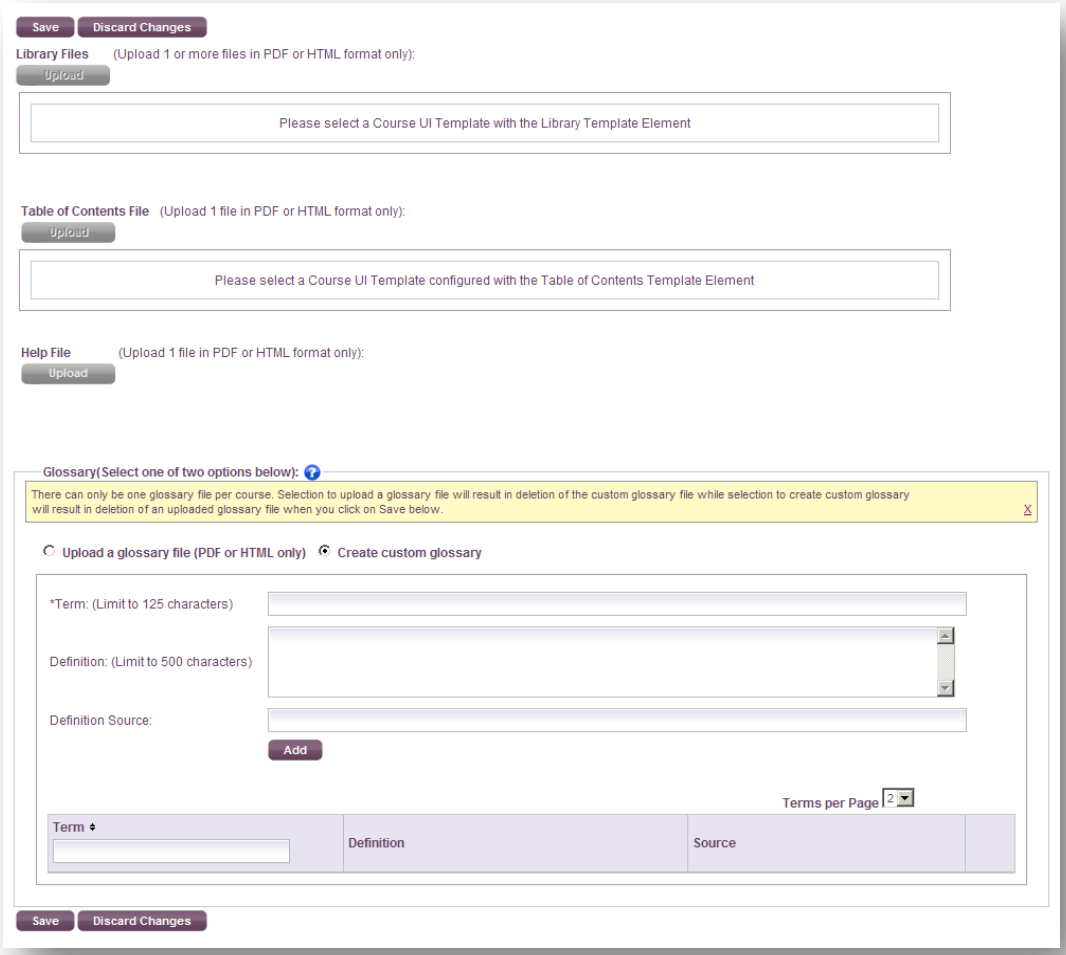
4. From this screen, you can add or remove objectives you wish to associate with the lesson.
   - To add an objective for this lesson, click the selection box (☐) for the ELO you wish to associate with the lesson.
   - To remove an objective already associated with this lesson, click the checked selection box to remove the association.
5. Click **OK**.
6. Click **Save**.

8.3.5.15 View or Edit Course Resources

Course resources include any of the following: library files, a table of contents file, a help file, and a glossary of terms. These files are available to the learners from the **User Interface** and are accessible from any content page.

Use the following steps to view or edit resources which have been uploaded for this course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **Resources** quick link (🔧) of the course for which you wish to view course resources. The *Course Resources* page appears.


Save
Discard Changes
Library Files (Upload 1 or more files in PDF or HTML format only):
Upload
Please select a Course UI Template with the Library Template Element
Table of Contents File (Upload 1 file in PDF or HTML format only):
Upload
Please select a Course UI Template configured with the Table of Contents Template Element
Help File (Upload 1 file in PDF or HTML format only):
Upload
Glossary(Select one of two options below):
There can only be one glossary file per course. Selection to upload a glossary file will result in deletion of the custom glossary file while selection to create custom glossary will result in deletion of an uploaded glossary file when you click on Save below.
Upload a glossary file (PDF or HTML only)
Create custom glossary
*Term: (Limit to 125 characters)
Definition: (Limit to 500 characters)
Definition Source:
Add
Terms per Page
Term
Definition
Source
Save
Discard Changes

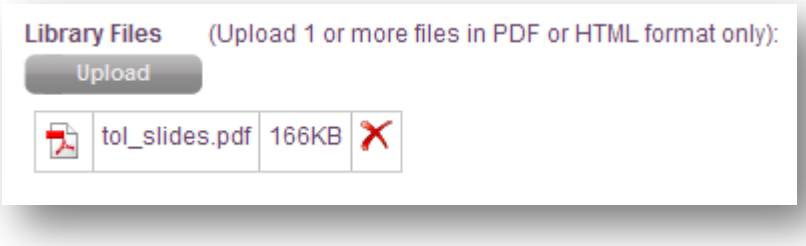
2. From this page you can see previously uploaded files, delete files, and add new files.
3. If you add or delete files, click **Save** at the bottom of the *Course Resources* page.
4. *Optional.* Click **Discard Changes** to revert to the previously saved version of *Course Resources*.

8.3.5.16 Add Library Files to a Course

Library files are reference documents that the learners need to have access to when taking this course. These documents are available to the users from the **User Interface** and are not linked to a particular lesson or page in the course.

Use the following steps to add library files to a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **Resources** quick link ( ) of the course for which you wish to add a library file. The *Course Resources* page appears.



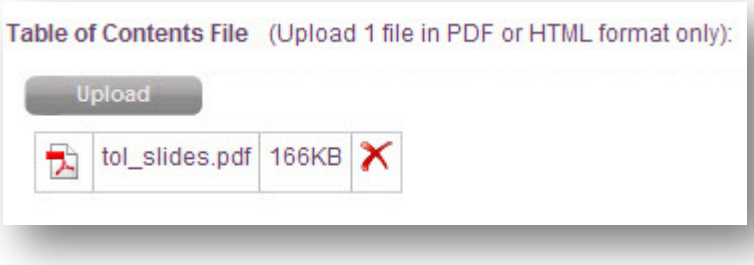
2. Under **Library Files**, click **Upload**. Use system file selection options to locate and upload the file. The file must be in PDF or HTML format.
3. *Optional.* Click the **Delete** icon ( ) to remove a previously uploaded file. An **Undo** icon ( ) appears that can be clicked if you decide you do not want to delete the file.
4. Click **Save** at the bottom of the *Course Resources* page.
5. *Optional.* Click **Discard Changes** to revert to the previously saved version of *Course Resources*.

8.3.5.17 Add Table of Contents Files to a Course

The **Table of Contents (TOC)** file for a course must be a PDF or an HTML file.

Use the following steps to add a **TOC** file to a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **Resources** quick link ( ) of the course for which you wish to add a **TOC** file. The *Course Resources* page appears.



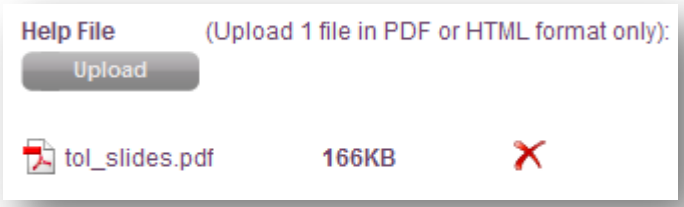
2. Under **Table of Contents File**, click **Upload** to add a new file. Use your system file selection options to locate and upload the PDF or HTML file.
3. *Optional.* Click the **Delete** icon ( ) to remove a previously uploaded file. An **Undo** icon ( ) appears that is clicked if you decide you do not want to delete the file.
4. Click **Save** at the bottom of the *Course Resources* page.
5. *Optional.* Click **Discard Changes** to revert to the previously saved version of *Course Resources*.

8.3.5.18 Add a Help File to a Course

A help file can be uploaded that assists the learner in navigating through the course. The help file is available to the learners from the user interface and will not be linked to a particular page or lesson within the course.

Use the following steps to add a help file to a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **Resources** quick link ( ) of the course for which you wish to add a help file. The *Course Resources* page appears.



2. Under **Help File**, click **Upload** to add a new file. Use your system file selection options to locate and upload a PDF or HTML help file.
3. *Optional.* Click the **Delete** icon ( ) to remove a previously uploaded file. An **Undo** icon ( ) appears that is clicked if you decide you do not want to delete the file.
4. Click **Save** at the bottom of the *Course Resources* page.
5. *Optional.* Click **Discard Changes** to revert to the previously saved version of *Course Resources*.

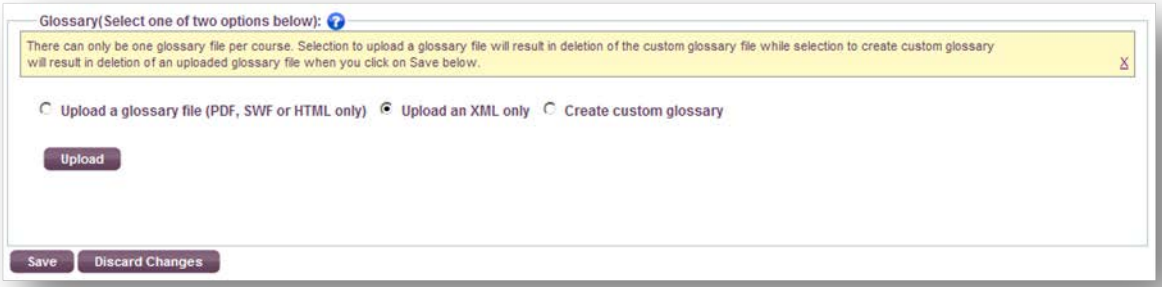
Note: JKO user interface templates already have a Help file associated with them.

8.3.5.19 Upload a Glossary for a Course

JKO Course Builder offers three options for adding a glossary of terms to a course: You can (1) upload a PDF, HTML, or SWF file, (2) upload an XML file, or (3) build a glossary of terms into the course. In all scenarios the glossary is available to the learners from the **User Interface** and will not be linked to a particular lesson or page in the course.

Use the following steps to **upload** a glossary file for a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **Resources** quick link ( ) of the course for which you wish to upload or add a glossary. The *Course Resources* page appears.


Glossary(Select one of two options below):
There can only be one glossary file per course. Selection to upload a glossary file will result in deletion of the custom glossary file while selection to create custom glossary will result in deletion of an uploaded glossary file when you click on Save below.
Upload a glossary file (PDF, SWF or HTML only)
Upload an XML only
Create custom glossary
Upload
Save
Discard Changes

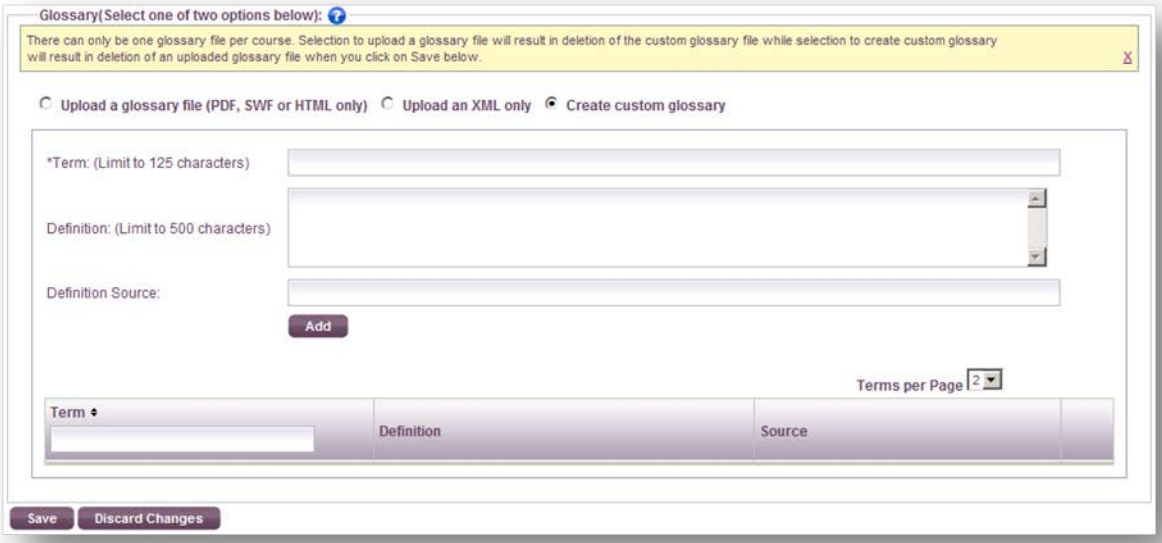
2. Under **Glossary**, select either the option to **Upload a glossary file (PDF, SWF or HTML only)** or the option to **Upload an XML only**.
3. Click **Upload** to add a new file. Use your system file selection options to locate and upload the PDF or HTML glossary file.
4. *Optional.* Click the **Delete** icon ( ) to remove a previously uploaded file.
5. Click **Save** at the bottom of the *Course Resources* page.
6. *Optional.* Click **Discard Changes** to revert to the previously saved version of *Course Resources*.

8.3.5.20 Create a Custom Glossary for a Course

JKO Course Builder offers three options for adding a glossary of terms to a course: You can (1) upload a PDF, HTML, or SWF file, (2) upload an XML file, or (3) build a glossary of terms into the course. In all scenarios the glossary is available to the learners from the **User Interface** and will not be linked to a particular lesson or page in the course.

To create a custom glossary for a course, follow these steps:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the **Resources** quick link ( ) of the course for which you wish to upload or add a glossary. The *Course Resources* page appears.


Glossary(Select one of two options below):
There can only be one glossary file per course. Selection to upload a glossary file will result in deletion of the custom glossary file while selection to create custom glossary will result in deletion of an uploaded glossary file when you click on Save below.
Upload a glossary file (PDF, SWF or HTML only)
Upload an XML only
Create custom glossary
*Term: (Limit to 125 characters)
Definition: (Limit to 500 characters)
Definition Source:
Add
Terms per Page
Term
Definition
Source
Save
Discard Changes

2. Select the **Create custom glossary** option. The following updates can be made to the glossary of terms:

   - To add a new term to the glossary table, type the term, definition, and source (if applicable) into the appropriate fields and click **Add.**
   - To edit a term, locate the term in the Custom Glossary List table and click the edit icon ( ). The glossary term field is populated with the existing definition. Make the necessary changes and click **Update.**
   - To delete a term, click the **Delete** icon ( ). The data displays as deleted. Click **Undo** to return the term to the glossary table.

3. Click **Save**.

4. *Optional.* Click **Discard Changes** to revert to the previously saved version of *Course Resources*.

5. Click **Save** at the bottom of the *Course Resources* page.

8.3.5.21 Add a Directory to a Course

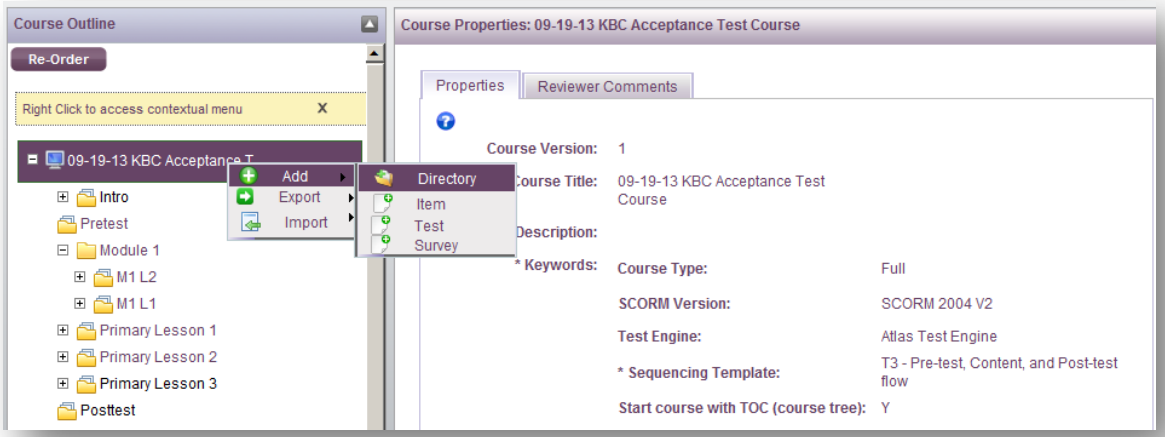
Directories can be used to provide structure by grouping or organizing lessons. They are often known as *Modules*.

Use the following steps to add a directory to a course:

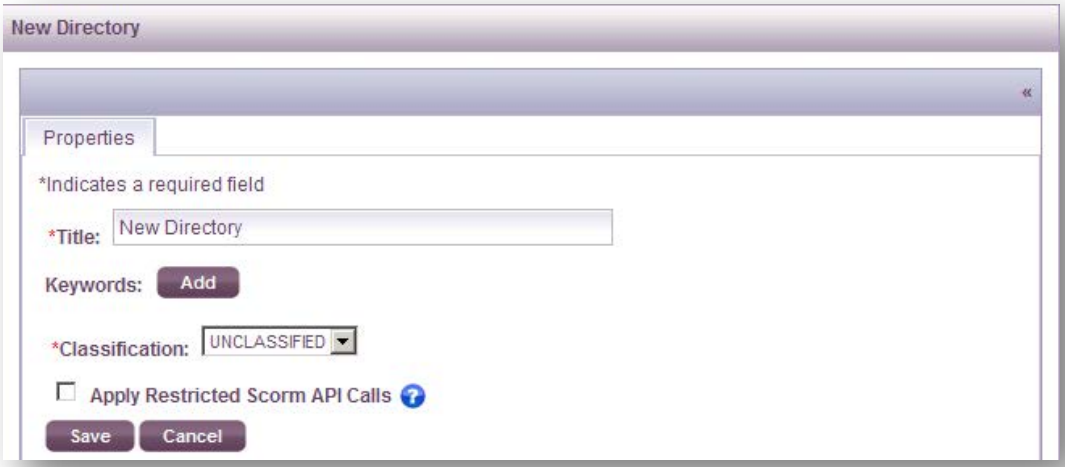
1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to add a directory. The *Course* workspace appears.

2. In the **Course Outline** panel, right-click the node where you want to create a directory.

3. Select **Add** ( ) from the primary menu and **Directory** ( ) from the secondary menu. The *New Directory* form appears in the right side pane.



4. Type the title of the directory (200 character limit).



5. Select the classification level for the directory and type a classification identifier, if applicable.

6. Check **Apply Restricted SCORM API Calls**, if applicable.

   Note: When you choose the **Apply Restricted SCORM API calls** option, JKO Course Builder generates only the required “initialize SCORM” call. All other SCORM calls must be provided by the content. If the content provided does not include the appropriate logic and SCORM calls, you will not get a completion check when you access this content on the LMS.

7. Click **Save**.

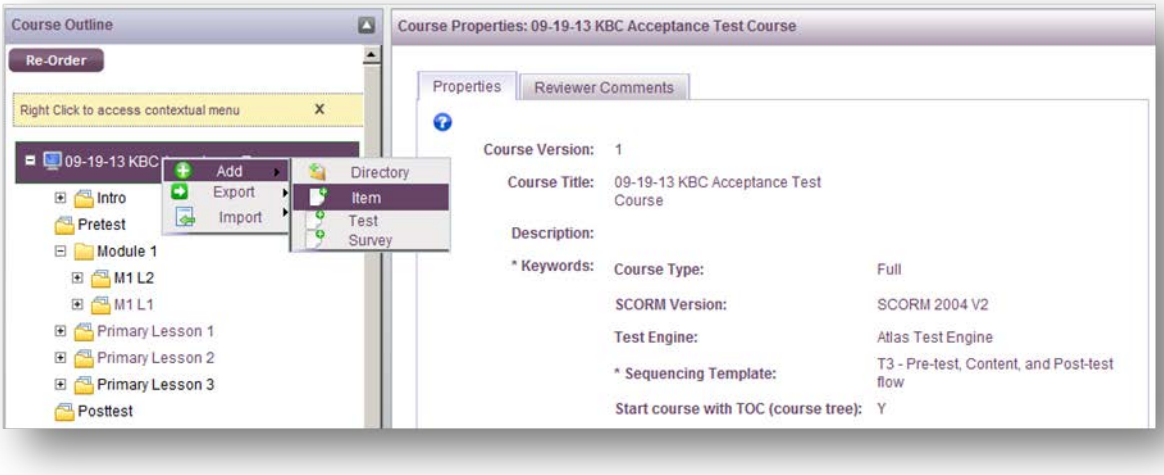
8.3.5.22 Add an Item (Lesson) to a Course

Lessons are a required structure in SCORM courses. A lesson may be associated with enabling learning objectives (ELOs) and includes the content relative to the learning objectives. Lessons can be added directly to a course, or the lessons can be aligned with additional directories to organize the content.

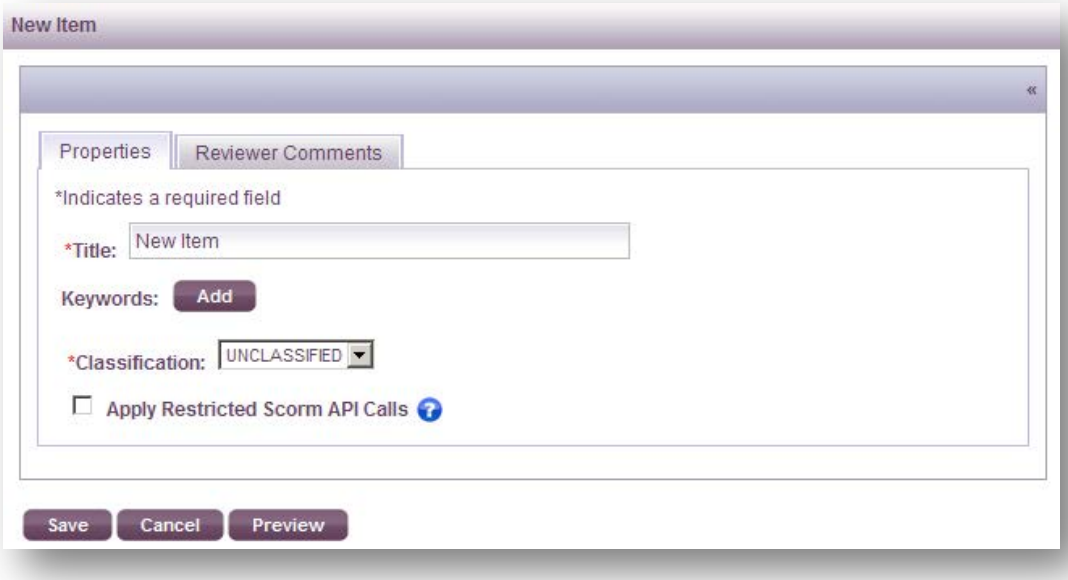
TIP: For example, an eLearning course designed to orient new employees to an organization might be organized into modules about: (a) the organization and (b) benefits. The benefits module could include lessons on health and insurance benefits, pay and performance, etc.

Use the following steps to add a lesson to a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course for which you wish to add an item. The *Course* workspace tab appears.
2. In the **Course Outline** panel, right-click on the course name or on the directory to which you want to add an item.
3. Select **Add** ( ) from the primary menu and **Item** ( ) from the secondary menu. The *New Item* form appears in the right side pane.



4. Type the title of the item (200 character limit).



5. Enter the following properties for this item:

   - *Optional.* Click **Add** to enter or edit keywords that apply to this lesson.
   - Select the classification level for the lesson and type a classification identifier, if applicable.
   - Check **Apply Restricted SCORM API Calls**, if applicable.

   Note: When you choose the **Apply Restricted SCORM API calls** option, JKO Course Builder generates only the required “initialize” and “terminate” SCORM calls. All other SCORM calls must be provided by the content. If the content provided does not include the appropriate logic and SCORM calls, you will not get a completion check when you access this content on the LMS.

6. Click **Save**. The lesson appears in the **Course Outline** panel on the left.

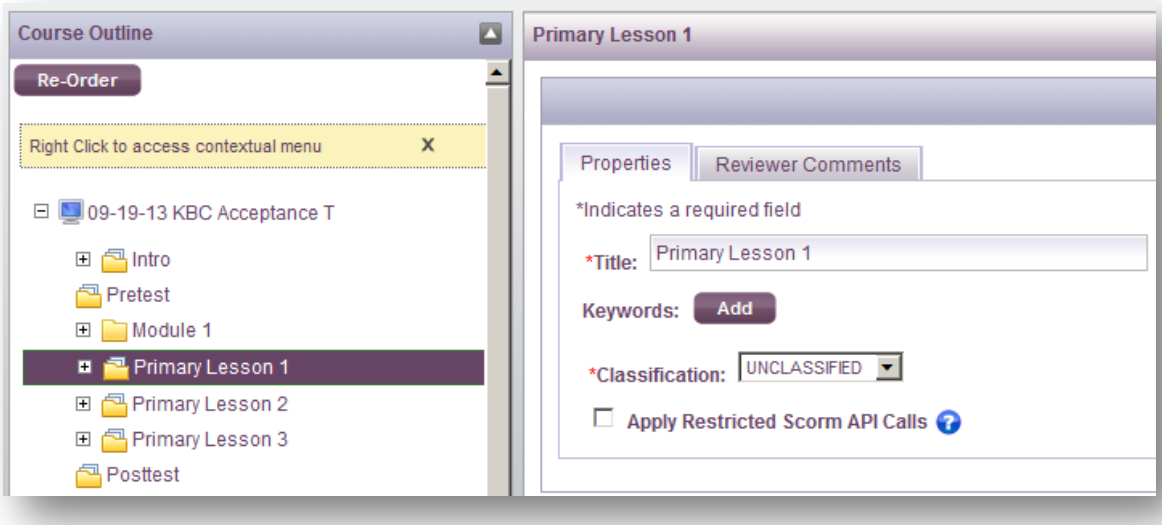
8.3.5.23 Associating Learning Objectives with an Item (Lesson)

If your course uses the T3 sequencing template (pretest, content, and posttest), you can associate learning objectives with the items (lessons) in your course.

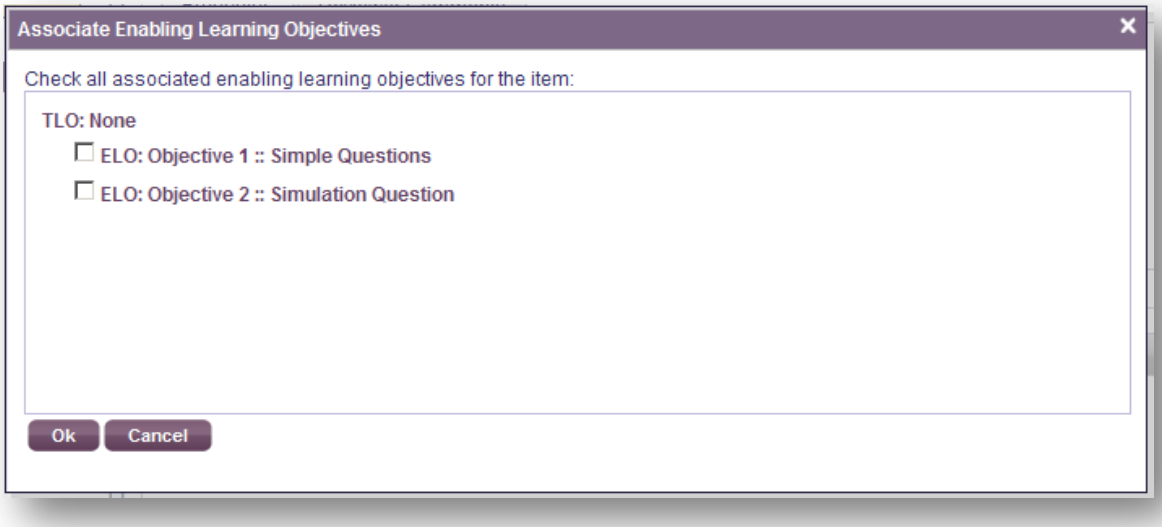
When you associate learning objectives with an item (lesson), if the learner takes the pretest and passes all of the learning objectives associated with this item (lesson), the learner will receive credit for this item (lesson) without having to view the content for the item (lesson). If the learner takes the pretest and does not pass one or more objectives associated with this item (lesson), the learner must view the content for the lesson to receive credit for the item (lesson).

Use the following steps to associate learning objectives with an item (lesson).

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to add an item (lesson). The *Course* workspace tab appears.



2. In the **Course Outline** panel, click on the item (lesson) to which you want to associate learning objectives. The item properties appear on the right side of the workspace.
3. In the **Associated Enabling Learning Objectives** section of the properties, click **Edit.** The *Associate Enabling Learning Objectives* window appears.


Associate Enabling Learning Objectives
Check all associated enabling learning objectives for the item:
TLO: None
ELO: Objective 1 :: Simple Questions
ELO: Objective 2 :: Simulation Question
Ok
Cancel

4. Select the enabling learning objective(s) (ELOs) that you want to associate with this item (lesson).
5. Click **OK**. The selected ELOs are associated with this item (lesson).
6. Click **Save**.

8.3.5.24 Add an Assessment (Pretest or Posttest) to a Course

A course can contain assessments, which are used to test the learner's knowledge. Assessments include pretests and posttests.

Use the following steps to add a pretest or posttest to a course:

1.

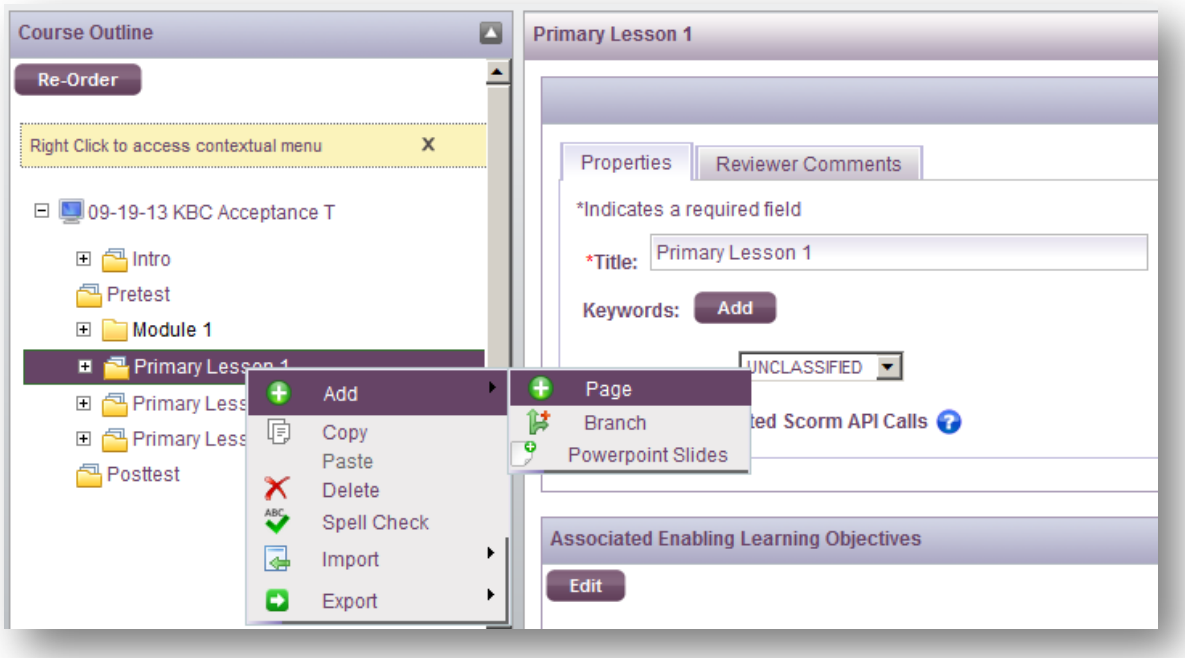
For more on assessments, see section 8.4.

8.3.5.25 Add a Content Page to a Lesson

A lesson is made up of a series of content pages.

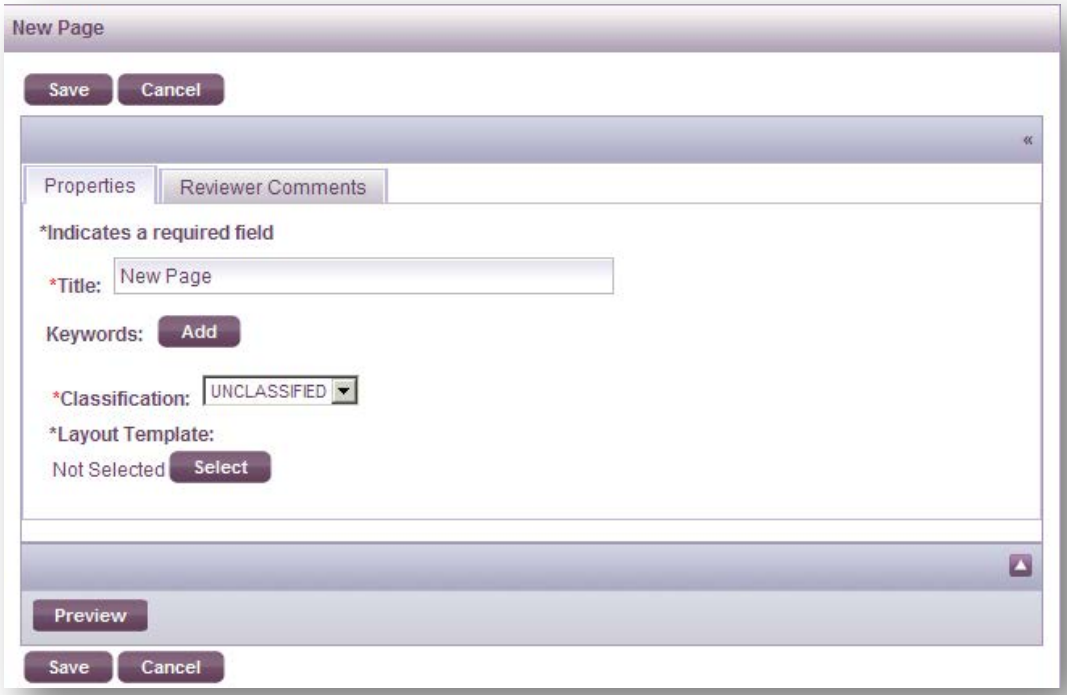
Use the following steps to add a page and select a content layout template for a page:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to add a page. The *Course* workspace tab opens.
2. In the **Course Outline** panel, right-click the lesson to which you want to add a page.
3. Select **Add** ( ) from the primary menu and **Page** ( ) from the secondary menu. The *Page Properties* window appears in the right side pane.

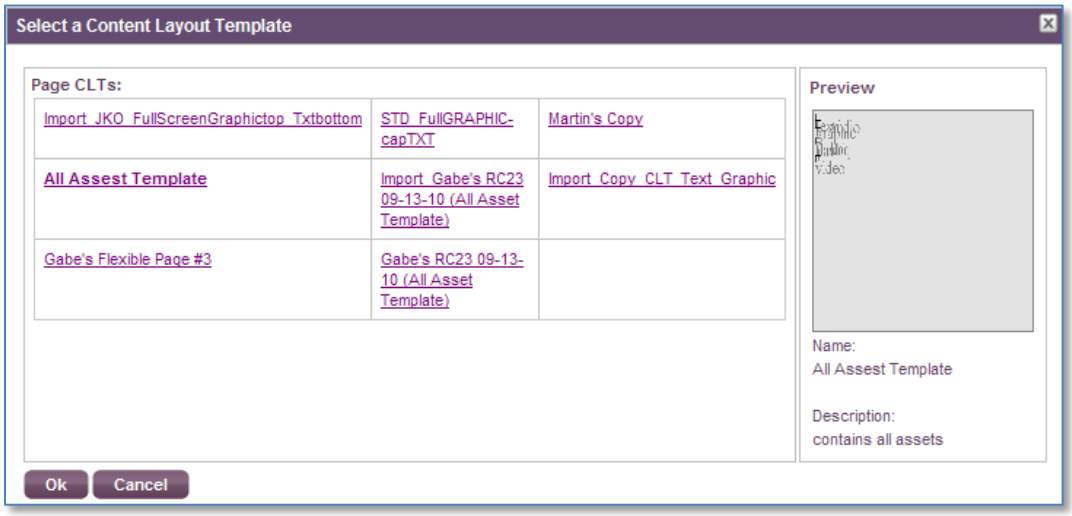


4. Enter the following properties for this page:
   - The title of the page (200 character limit).
   - *Optional.* Click **Add** to enter or edit keywords that apply to this page.

- Select the classification level for the lesson and type a classification identifier, if applicable.

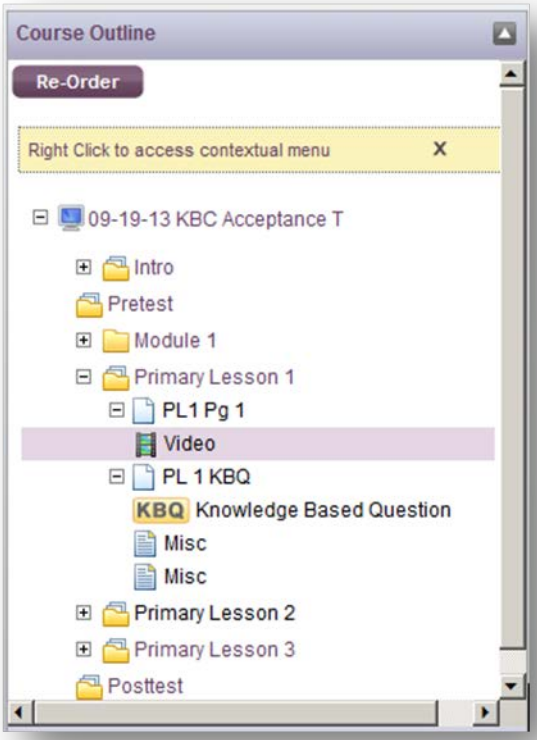


5. Click **Select** under **Layout Template**. The *Select a Content Layout Template* window appears.



All of the templates assigned to this course when it was created are displayed in this window.

6. Click the template you wish to apply to the selected page and click **OK**. Each of the assets included in the template will be added for that page in the **Course Outline** panel.



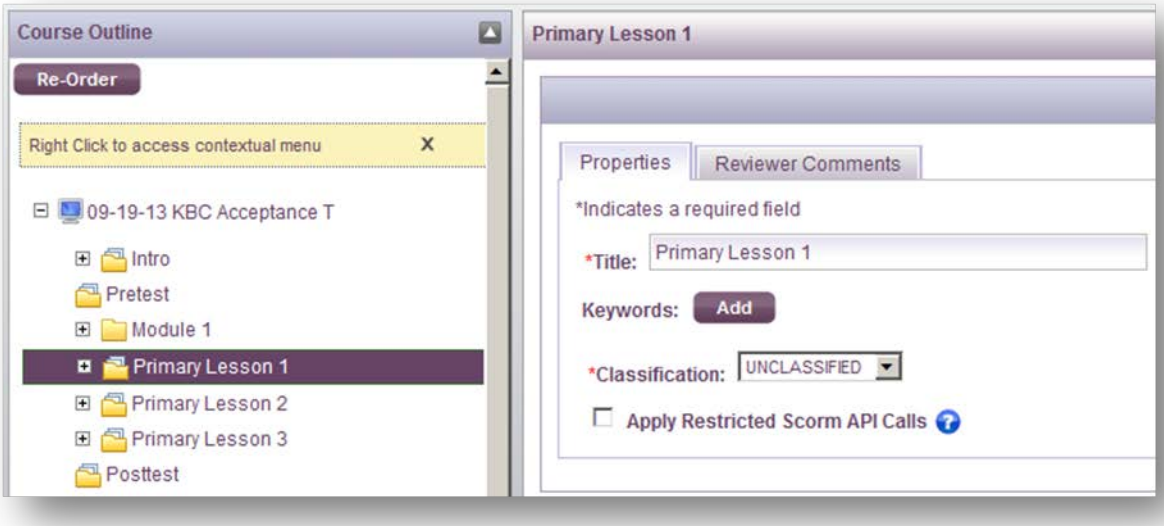
7. Click **Save**. The page appears in the **Course Outline** panel on the left.

8.3.5.26 Adjust Page Assets Using a Flexible Content Layout Template

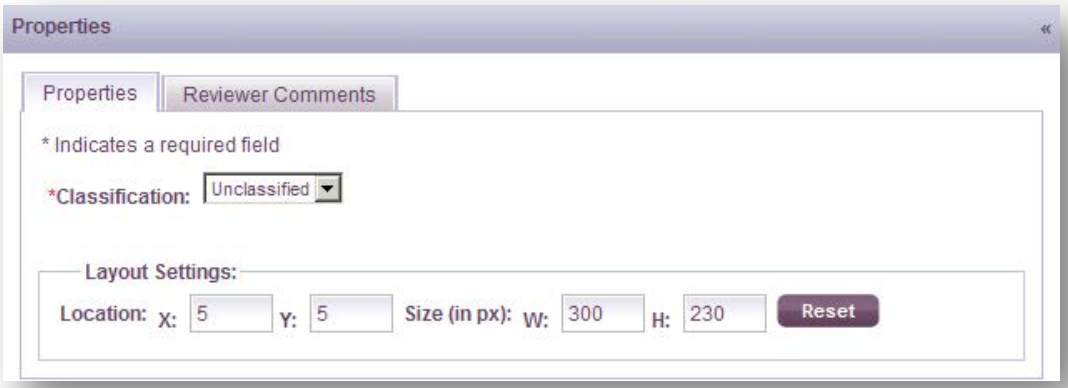
When **Content Layout Templates (CLTs)** are defined, the template developer has the option of defining the size and locations of the assets as *fixed* or *flexible*. If the template is flexible there will be an asterisk at the end of the CLT name. If you use a template defined as flexible, you can alter the size and location of the assets by page.

Use the following steps to change the size or location of assets within a *Flexible Content Layout Template* for an existing page:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to select a template. The *Course* workspace tab appears.



2. In the **Course Outline** panel, expand the directories and items to locate the page on which you want to change the asset(s).
3. Click the asset you want to change. The *Asset Properties* appear on the right.



4. Under **Layout Settings**, the properties for the asset default to the settings defined for the template. You can change the position or size of the asset by typing in the new values in place of the existing values.
5. Click **Save**.

8.3.5.27 Change the Content Layout Template for a Page

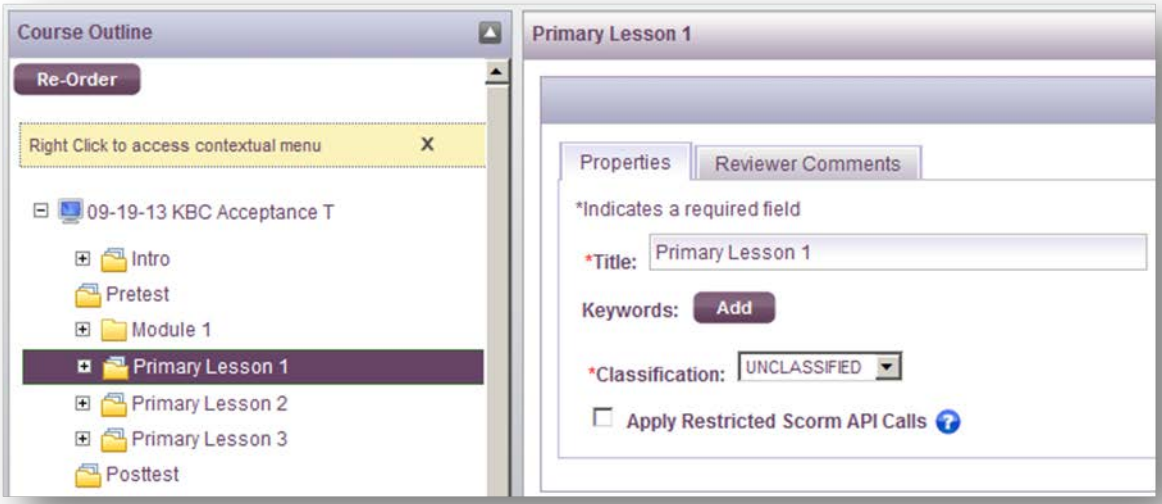
You can change the **Content Layout Template (CLT)** associated with a page.

If the new CLT has the same assets as the current CLT, all of the assets will transfer over 1 for 1 to the new CLT.

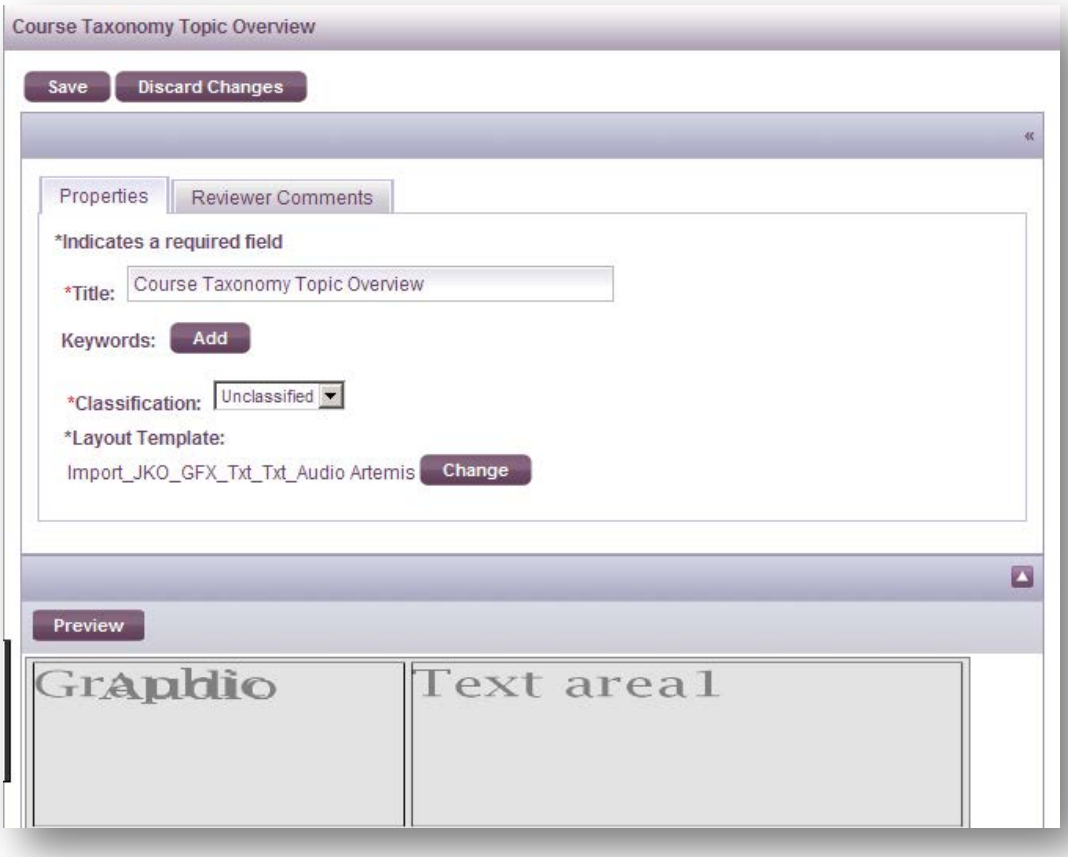
If the new CLT has a different set of assets than the current CLT, you are provided with information regarding how each of the assets transfers to the new CLT. You have an opportunity to cancel the operation after reviewing which assets will transfer to the new CLT and which will not transfer.

Use the following steps to select a different **CLT** for a page:

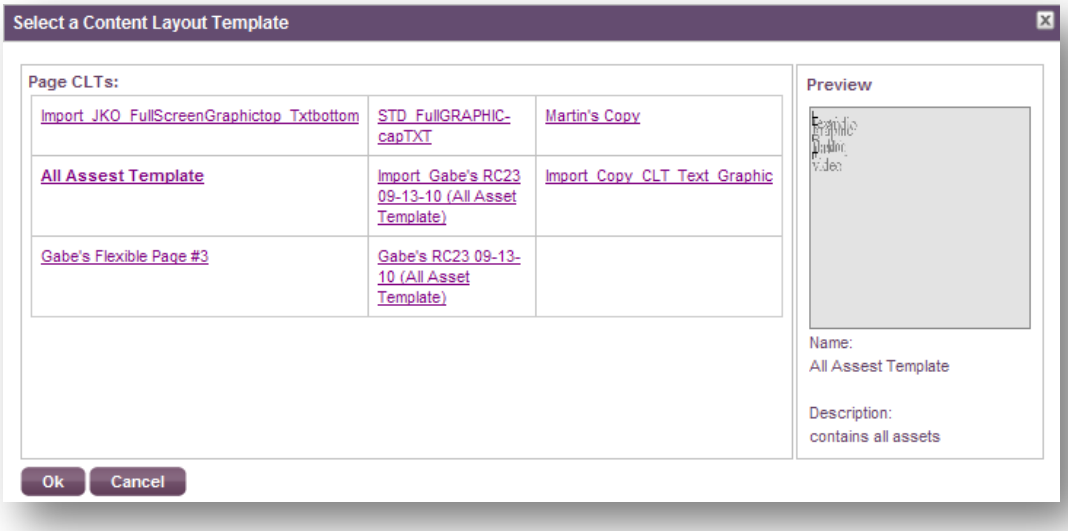
1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to change a template. The *Course* workspace tab appears.



2. In the **Course Outline** panel, click the page for which you want to change the template. The *Course* workspace displays the page properties.



3. In the **Page Properties** section for **Layout Template**, click **Change**. The *Select a Content Layout Template* window appears.



All of the page templates currently assigned to this course are displayed in this window.

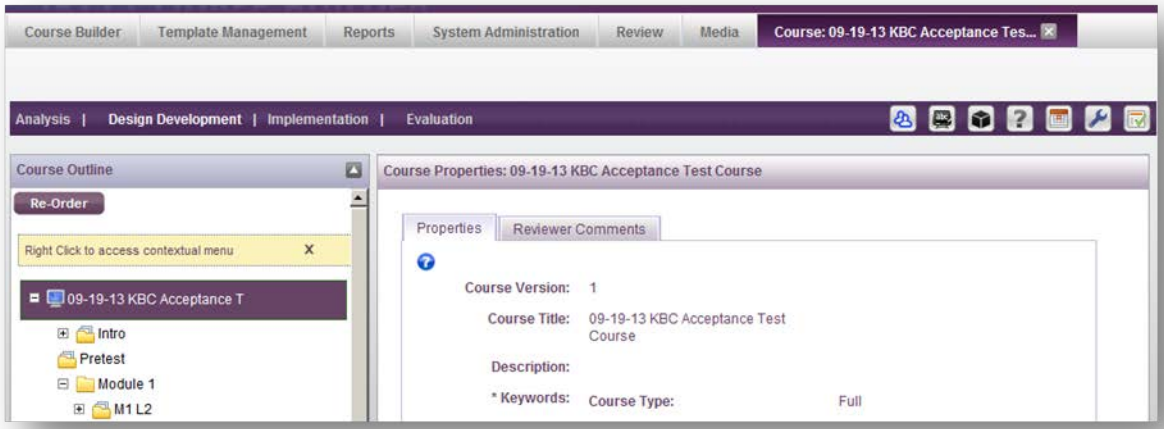
4. Click the template you wish to apply to the selected page and click **OK**.
5. Click **Save**.

8.3.5.28 Link Text to a URL Outside of the Course

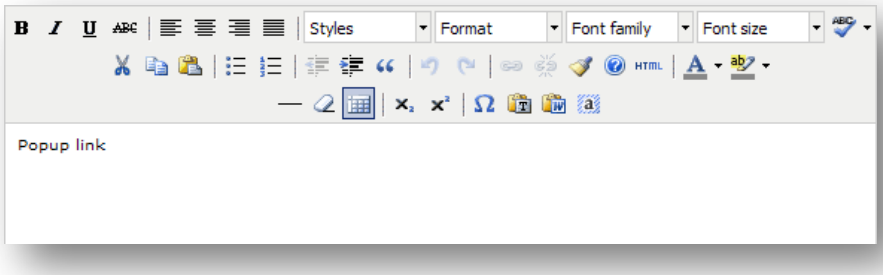
You can link to a URL that is external to the course. **Note:** You can only link URLs to text.

Use the following steps to link an external URL within a page:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to link an external URL. The *Course* workspace tab appears.



2. In the **Course Outline** panel, expand the directories and items to locate the page for which you want to link the external URL.
3. Click on the **Text Asset** which includes the text that will be linked with the external URL. The text editor displays in the content section of the workspace.



4. Highlight the text that you want to link to the external URL and click the link icon ( ) in the text editor. A *Hyperlink Modal* window opens.

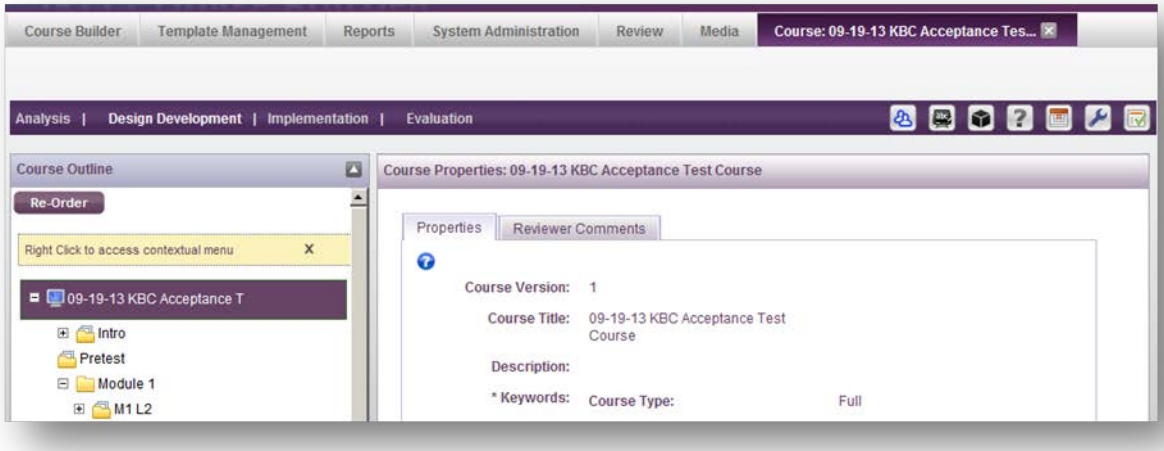
5. From the Hyperlink Modal window, type in the full name of the URL, select **Open in a new window**, provide a title, and click the **Insert** button.

6. Click **Save**.

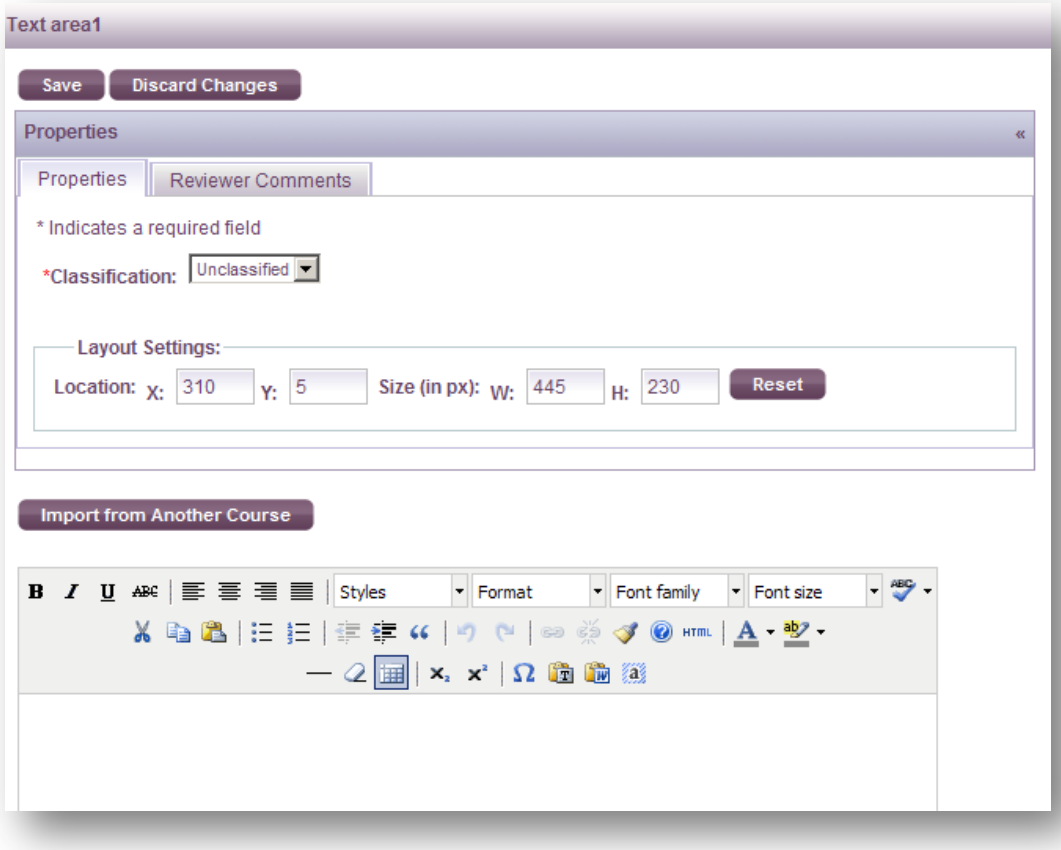
8.3.5.29 Add or Edit Text in a Page

If the **Content Layout Template** you have selected includes text assets, use the following steps to add or edit each text asset:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to add or edit a text asset. The *Course* workspace tab opens.



2. In the **Course Outline** panel, click the text asset for which you want to add or edit text. The *Course* workspace displays the *Text Asset Properties* window.

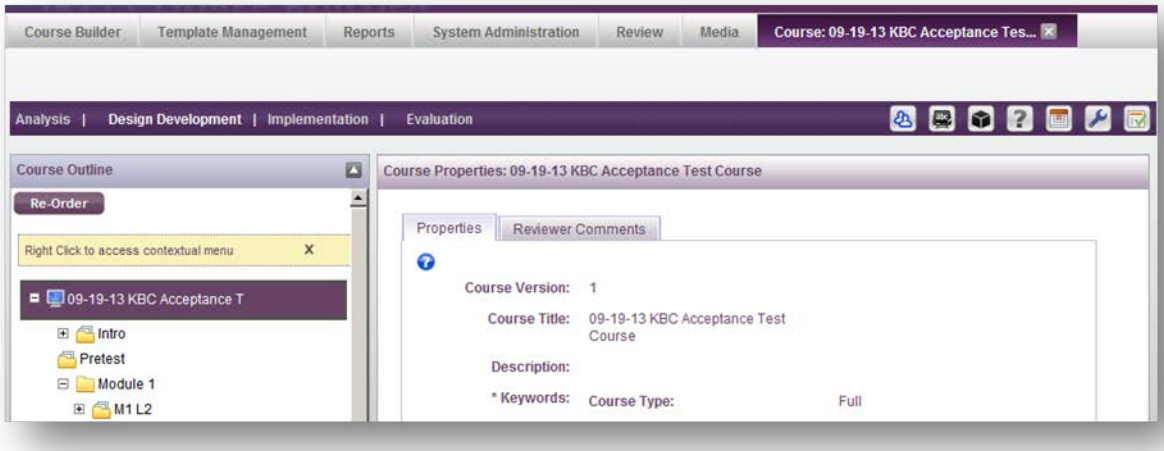


3. In the **Properties** window, select the classification level for the asset and type a classification identifier, if applicable.
4. In the **Content** window, type (do not use standard copy and paste functionality) the text in the formatting window.
5. *Optional.* Click the **Spellcheck** ( ) icon to check for correct spelling.
6. Click **Save**.

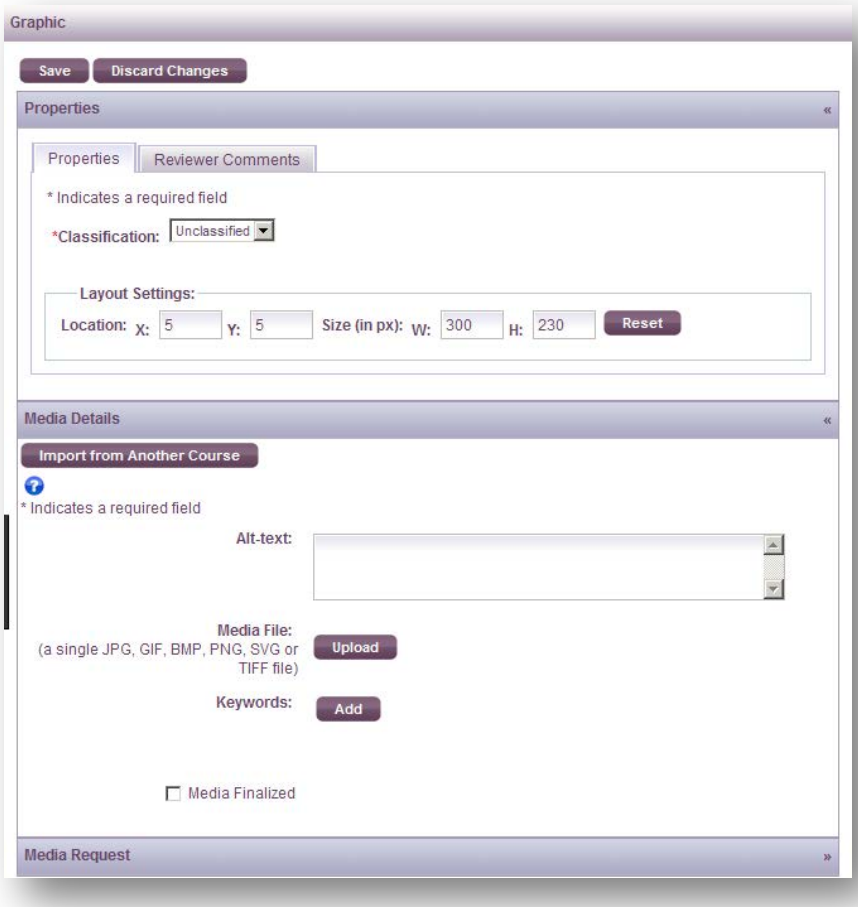
8.3.5.30 Add a Graphic to a Page

Use the following steps to upload an existing graphic to a page:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the course title for which you wish to add or edit a graphic asset. The *Course* workspace tab opens.



2. In the **Course Outline** panel, click the graphic asset for which you want to add an image. The *Course* workspace displays the *Graphic Asset Properties* window.



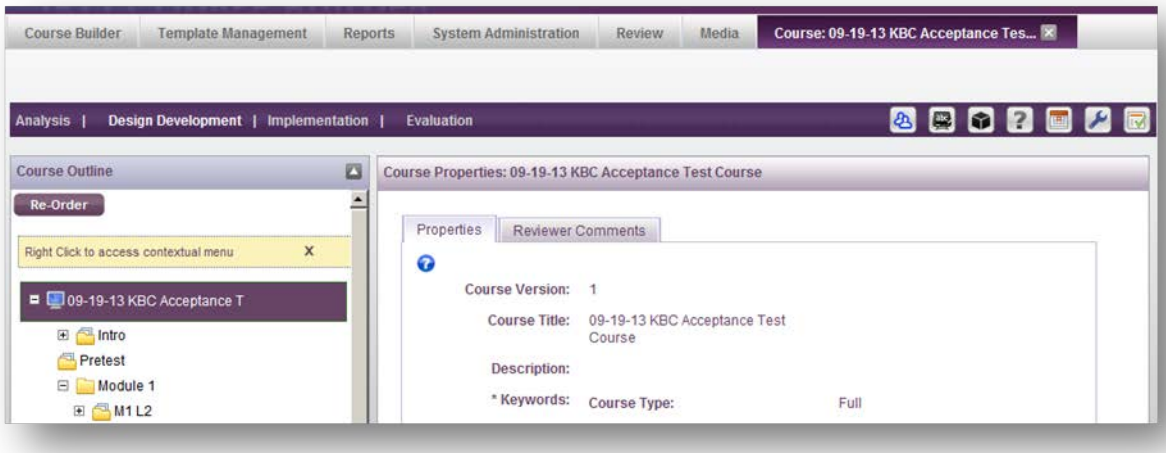
3. Under **Properties**, select the classification level for the asset and type a classification identifier, if applicable.
4. Under **Media Details**, make the following entries:
   - Type the **Alt-text** description for this asset.
   - Click **Upload**. Use your system file selection options to locate and upload the media file.

     Note: If the file you select is not one of the supported file types listed on the dialog box, it will not appear in the dialog box for uploading. The dialog box lists the supported file types. Reselect a supported file type and upload the file.
5. *Optional.* If a graphic file has already been uploaded, a thumbnail of the image and descriptive information are displayed. The following tasks can be performed on uploaded media files:
   - Click **Update** to replace the selected file.
   - Click the **Delete** icon ( ) to remove the image.
6. *Optional.* Click **Add** to enter or edit **keywords** that apply to this image.
7. *Optional.* Click **Media Finalized** to indicate this is the final media file you wish to use in the course.
8. Click **Save**.

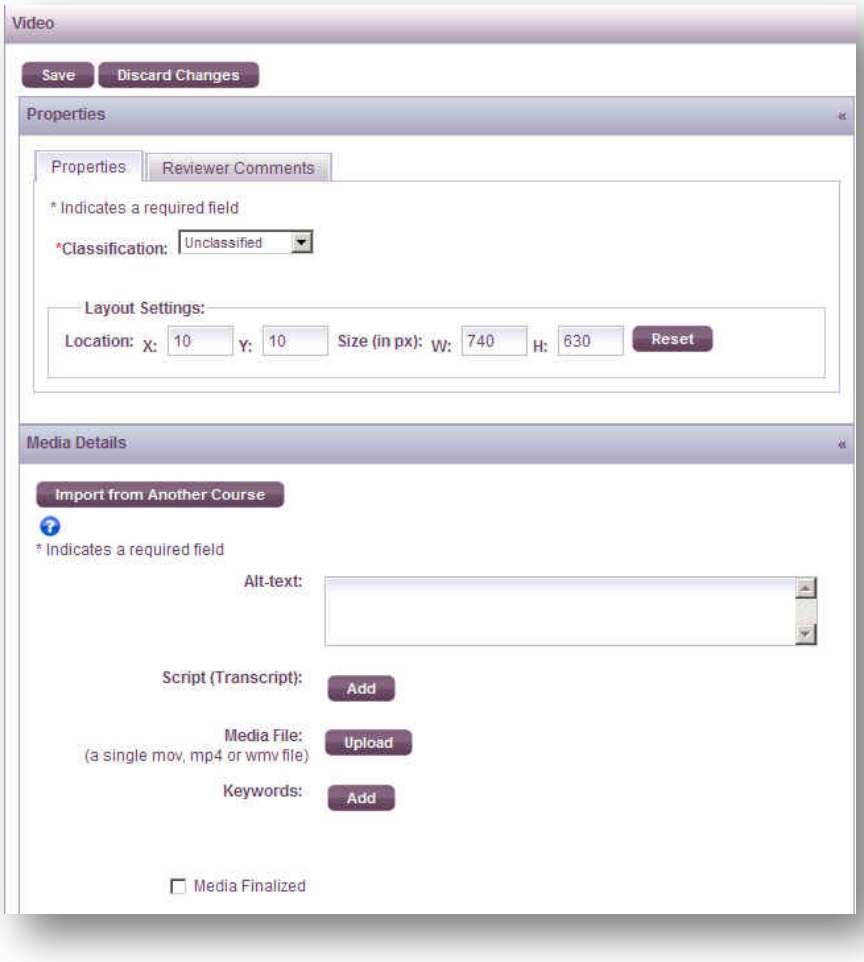
8.3.5.31 Add a Video File to a Page or Edit Video Properties

Use the following steps to add an existing video to a page which includes a video asset:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the course title for which you wish to add or edit an asset. The *Course* workspace tab appears.



2. In the **Course Outline** panel, click the video asset for which you want to add a video file. The *Course* workspace displays the *Video Asset Properties* window.



3. Under **Properties**, select the classification level for the asset and type a classification identifier, if applicable.

4. Under **Media Details**, make the following entries:

   - Type the **Alt-text** description for this video.
   - Under **Script (Transcript)** click **Add** to add a script file. **Note:** You must save the script before adding the video file, else the script will be lost.
   - Under **Media File**, click **Upload**. Use your system file selection options to locate and upload the media file.

     Note: If the file you select is not one of the supported file types listed on the dialog box, it will not appear in the dialog box for uploading. The dialog box lists the supported file types. Reselect a supported file type and upload the file.

5. *Optional.* If a video file has already been uploaded, a link is displayed. The following tasks can be performed on uploaded media files:

   – Click **Update** to replace the selected file.

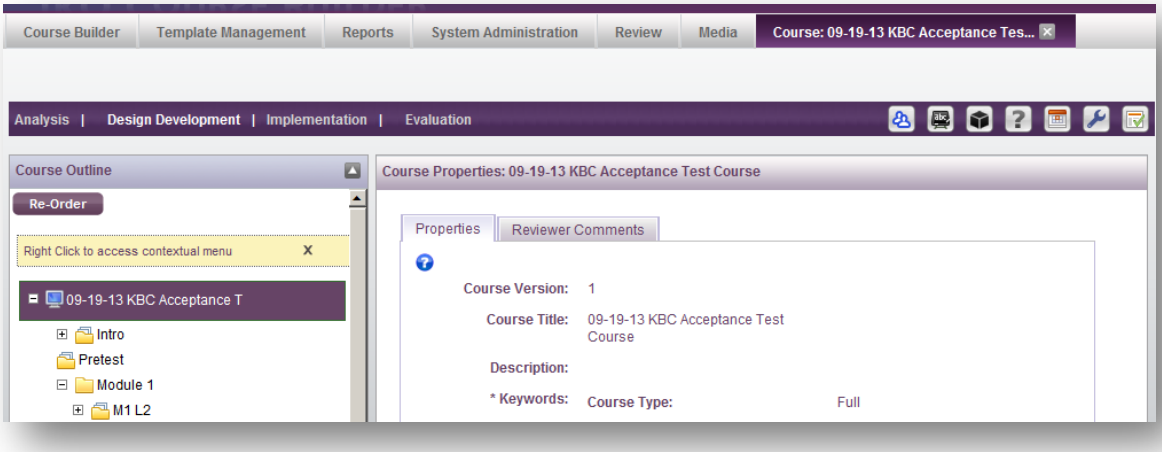
   – Click the **Delete** icon ( ) to remove the image.

6. *Optional.* Click **Add** to enter or edit keywords that apply to this video.
7. *Optional.* Click **Media Finalized** to indicate this is the final media file you wish to use in the course.
8. Click **Save**.

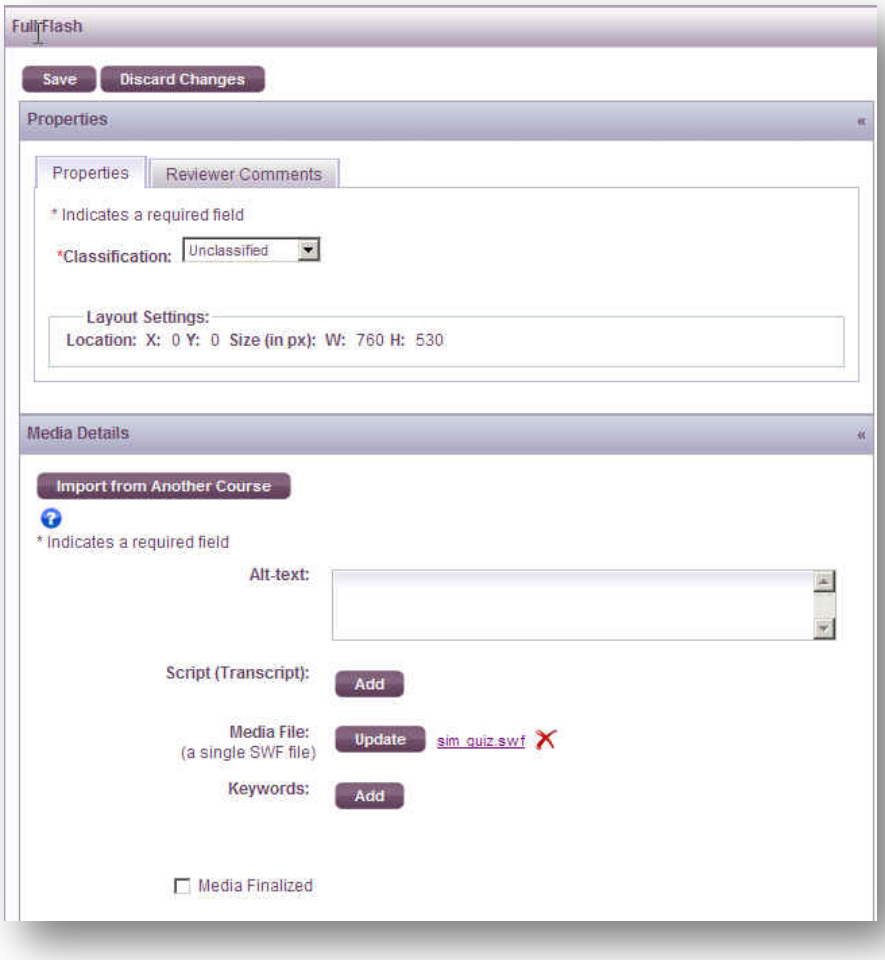
8.3.5.32 Add or Edit a Flash Animation in a Page

Use the following steps to add an existing Flash animation (SWF) to a page:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the course title for which you wish to add or edit an asset. The *Course* workspace tab appears.



2. In the **Course Outline** panel, click the Flash asset for which you want to add a Flash file. The *Asset* workspace appears.



3. Under **Properties**, select the classification level for the asset and type a classification identifier, if applicable.

4. Under **Media Details**, make the following entries:

   - Type the **Alt-text** description for this Flash animation.
   - Under **Script (Transcript)** click **Add** to add a script file. **Note:** You must save the script before adding the Flash file, else the script will be lost.
   - Under **Media File**, click **Upload**. Use your system file selection options to locate and upload the Flash (SWF) file.

     Note: If the file you select is not the supported file type listed on the dialog box, it will not appear in the dialog box for uploading. The dialog box lists the supported file type. Reselect a supported file type and upload the file.

5. *Optional.* If a flash file has already been uploaded, a link will be displayed. The following tasks can be performed on uploaded media files:

   – Click **Update** to replace the selected file.

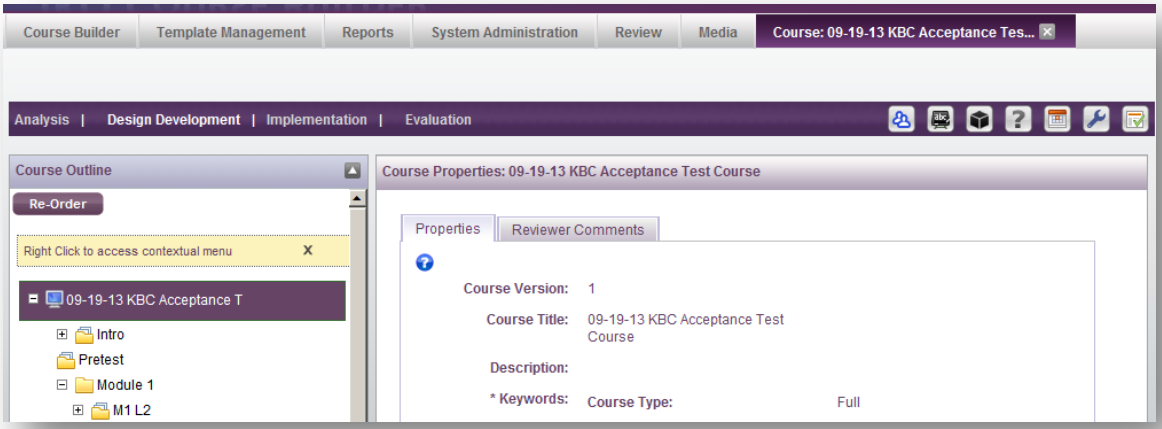
   – Click the **Delete** icon ( ) to remove the image.

6. *Optional.* Click **Add** to enter or edit **keywords** that apply to this flash animation.
7. *Optional.* Click **Media Finalized** to indicate this is the final media file you wish to use in the course.
8. Click **Save**.

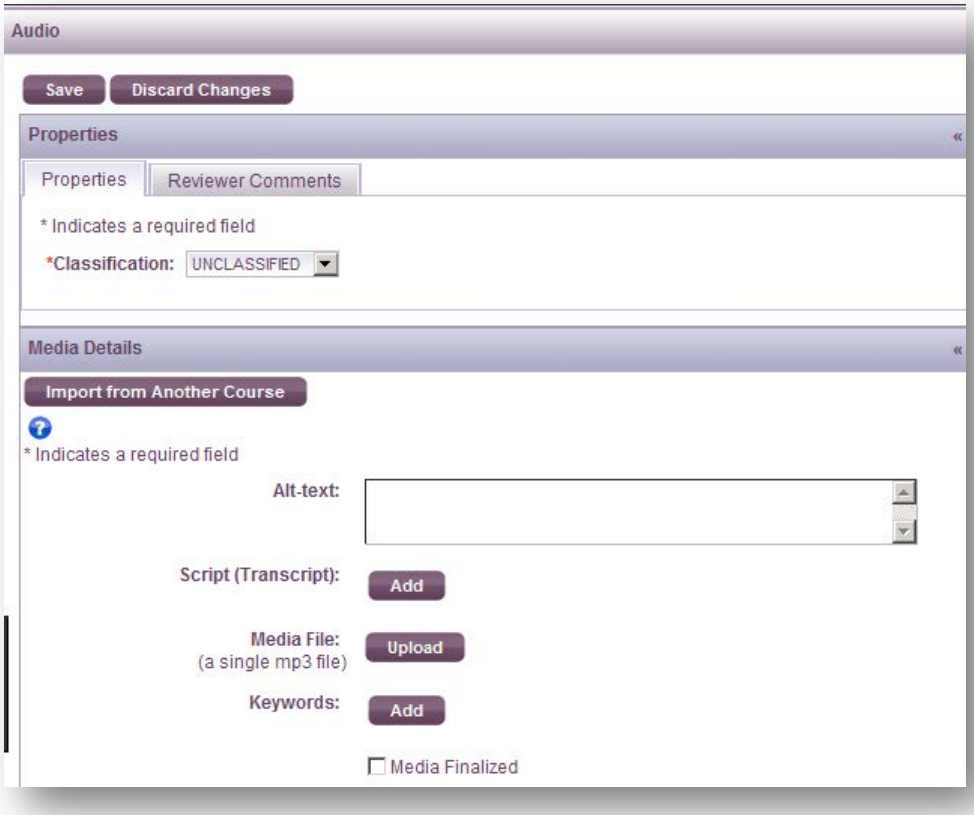
8.3.5.33 Add an Audio Asset in a Page or Edit Audio Properties

Use the following steps to add an existing audio file to a page:

1. On the Course Builder Tab, under the **Courses I Build gadget**, click the course title for which you wish to add or edit an asset. The *Course* workspace tab appears.



2. In the **Course Outline** panel, click the audio asset for which you want to add an audio file. The *Asset* workspace appears.



3. Under **Properties**, select the classification level for the asset and type a classification identifier, if applicable.
4. Under **Media Details**, make the following entries:
5. Under **Script (Transcript)** click **Add** to add a script file. **Note:** You must save the script before adding the audio file, else the script will be lost.
6. Under **Media File**, click **Upload**. Use your system file selection options to locate and upload the audio file.

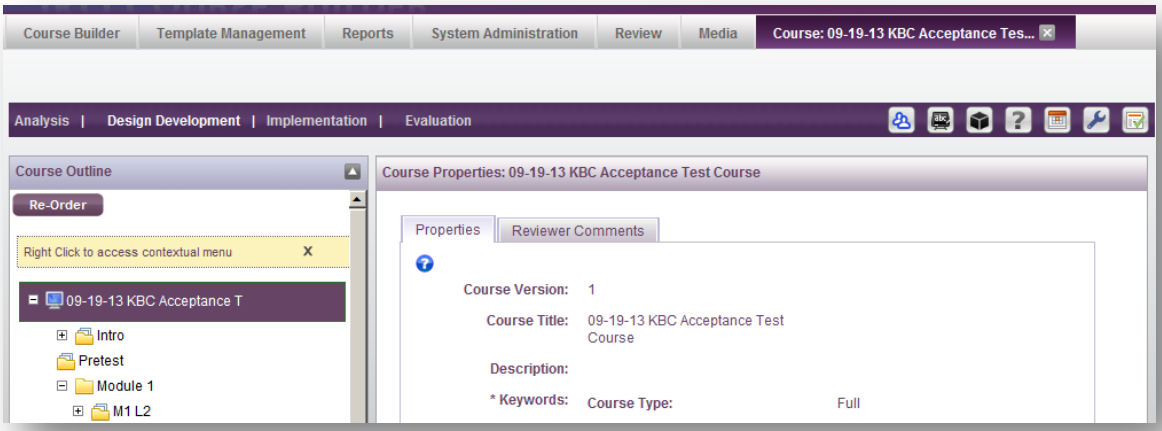
   Note: If the file you select is not the supported file type listed on the dialog box, it will not appear in the dialog box for uploading. The dialog box lists the supported file type. Reselect a supported file type and upload the file.
7. *Optional.* If an audio file has already been uploaded, a link will be displayed. The following tasks can be performed on uploaded audio files:
   - Click **Update** to replace the selected file.
   - Click the **Delete** icon ( ) to remove the image.
8. *Optional.* Click **Add** to enter or edit **keywords** that apply to this audio file.
9. *Optional.* Click **Media Finalized** to indicate this is the final media file you wish to use in the course.
10. Click **Save**.

8.3.5.34 Request a Media File to be Created for a Page

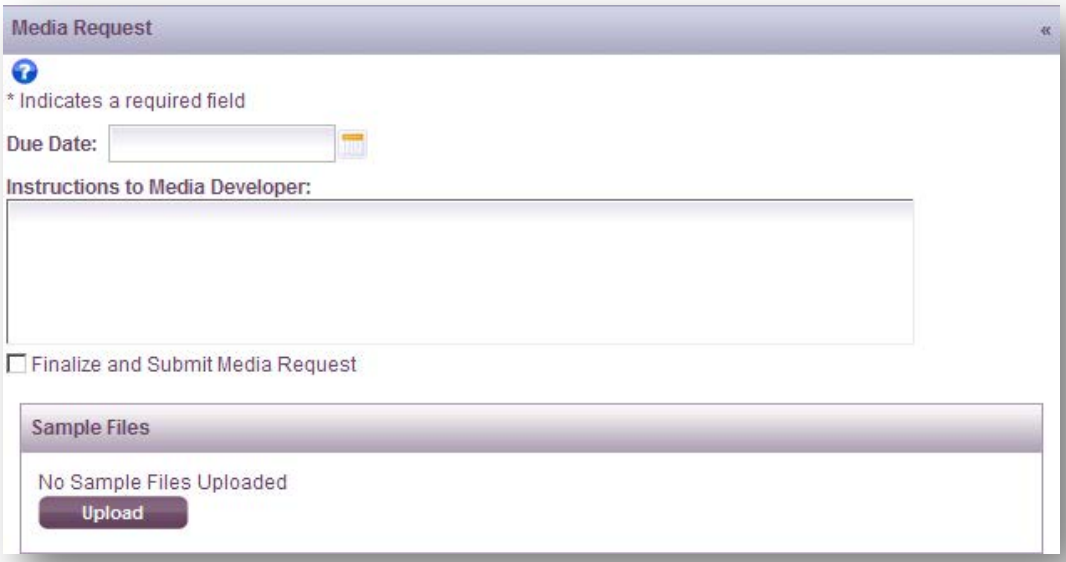
If an image, Flash, video, or audio file required for this course does not already exist, you can request a media file to be created through the JKO Course Builder application. The Media Developer(s) assigned to this course can be notified that a request has been entered and can retrieve the details necessary to create the asset.

Use the following steps to request an asset:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to request an asset. The *Course* workspace opens.



2. In the **Course Outline** panel, click the asset you want to request. The *Asset* workspace displays the *Asset Properties* window. Below, a *Media Request* panel is displayed.



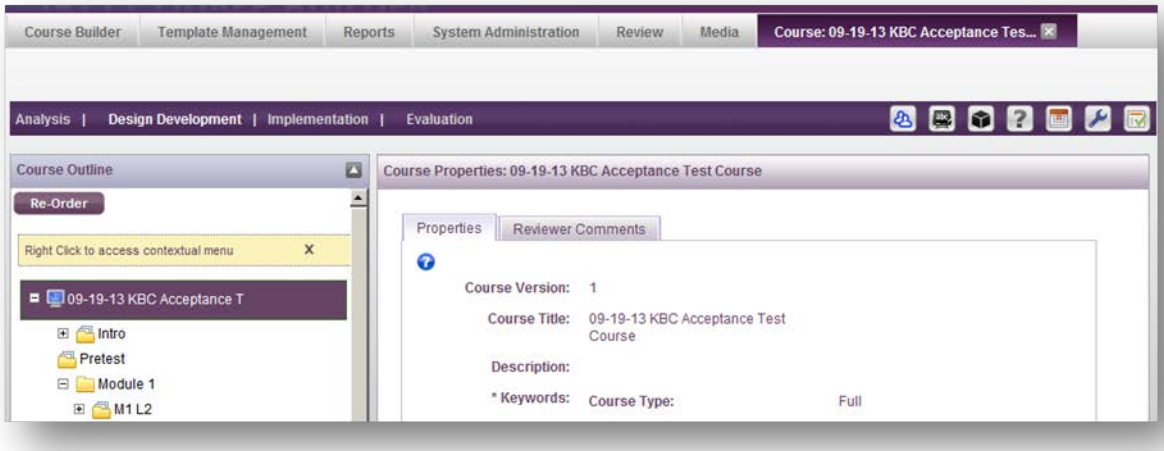
3. *Optional.* Click the calendar icon to enter a due date for the file.
4. In the **Instructions to Media Developer** field, type any information the Media Developer would need to create the media.
5. *Optional*. Upload sample files for the Media Developer to reference or use when creating the media.
6. Click the **Finalize and Submit Media Request** checkbox.
7. Click **Save**.

   Note: Finalize and Submit Media Request delivers a message to the **Inbox** gadget of the Media Developer(s) assigned to this project.

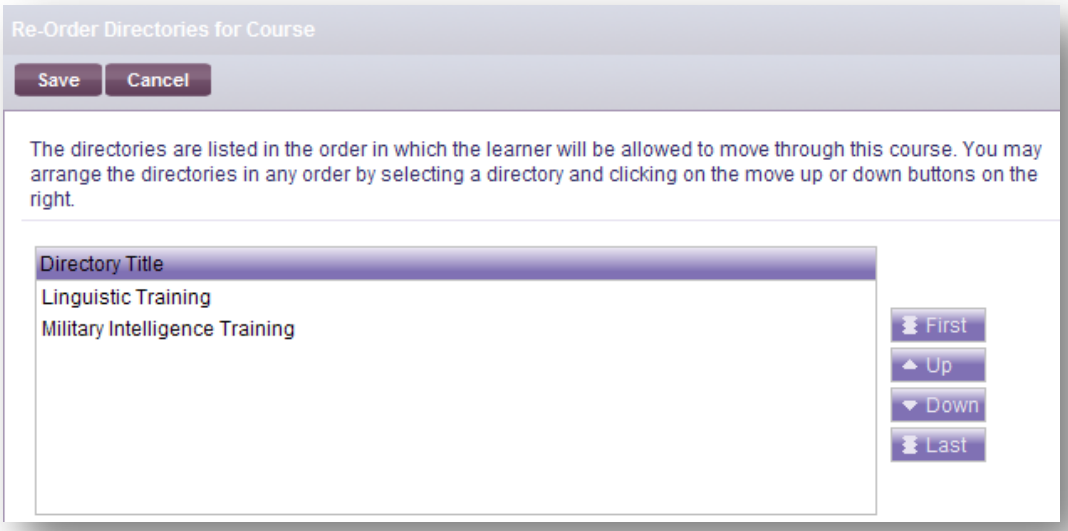
8.3.5.35 Reorder Directories within a Course

Use the following steps to change the sequence of the directories in a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to change the sequence. The *Course* workspace tab appears.



2. In the **Course Outline** panel, click on the course title for which you want to reorder the directories and click **Re-Order**. The *Re-Order Directories for Course* workspace appears.


Re-Order Directories for Course
Save
Cancel
The directories are listed in the order in which the learner will be allowed to move through this course. You may arrange the directories in any order by selecting a directory and clicking on the move up or down buttons on the right.
Directory Title
Linguistic Training
Military Intelligence Training
First
Up
Down
Last

3. Select the directory you wish to move and click the appropriate movement button on the right side of the screen.

BUTTON	FUNCTION
First	Moves the highlighted directory to the top of the list.
Up	Moves the highlighted directory to above the directory currently preceding it.
Down	Moves the highlighted directory to below the directory currently after it.
Last	Moves the highlighted directory to the bottom of the list.

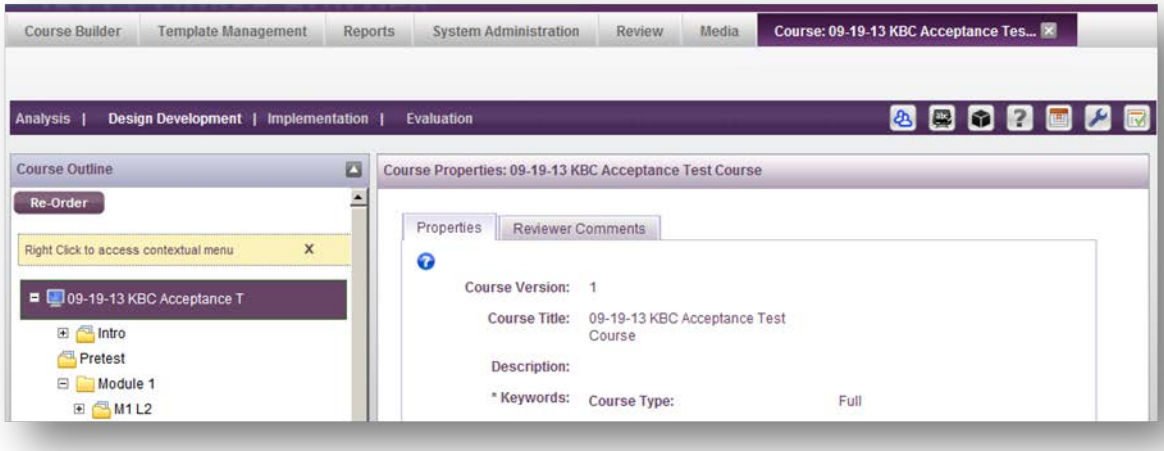
Note: Buttons that are grayed out indicate that the functionality is not available for the directory currently highlighted.

4. Click **Save**.

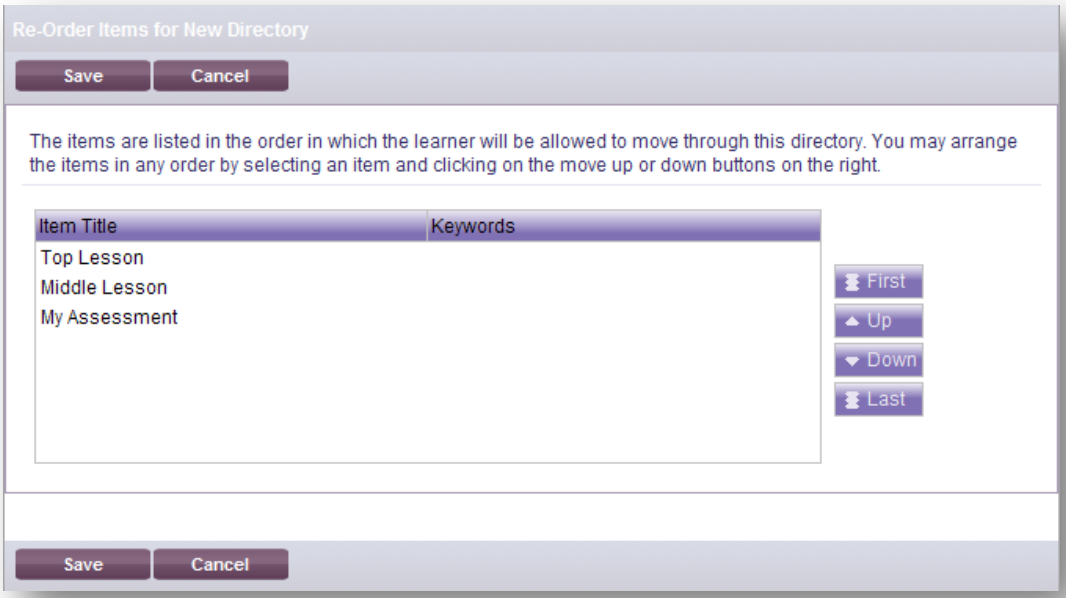
8.3.5.36 Reorder Items within a Course

Use the following steps to change the sequence of the items (lessons) within a course or a directory:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to change the sequence. The *Course* workspace tab appears.



2. In the **Course Outline** panel, click on the course title or directory for which you want to reorder the items and click **Re-Order**. The *Re-Order Items* workspace appears.


Re-Order Items for New Directory
Save
Cancel
The items are listed in the order in which the learner will be allowed to move through this directory. You may arrange the items in any order by selecting an item and clicking on the move up or down buttons on the right.
Item Title
Keywords
Top Lesson
Middle Lesson
My Assessment
First
Up
Down
Last
Save
Cancel

3. Select the item you wish to move and click the appropriate movement button to the right of the screen.

BUTTON	FUNCTION
First	Moves the highlighted item to the top of the list.
Up	Moves the highlighted item to above the item currently preceding it.
Down	Moves the highlighted item to below the item currently after it.
Last	Moves the highlighted item to the bottom of the list.

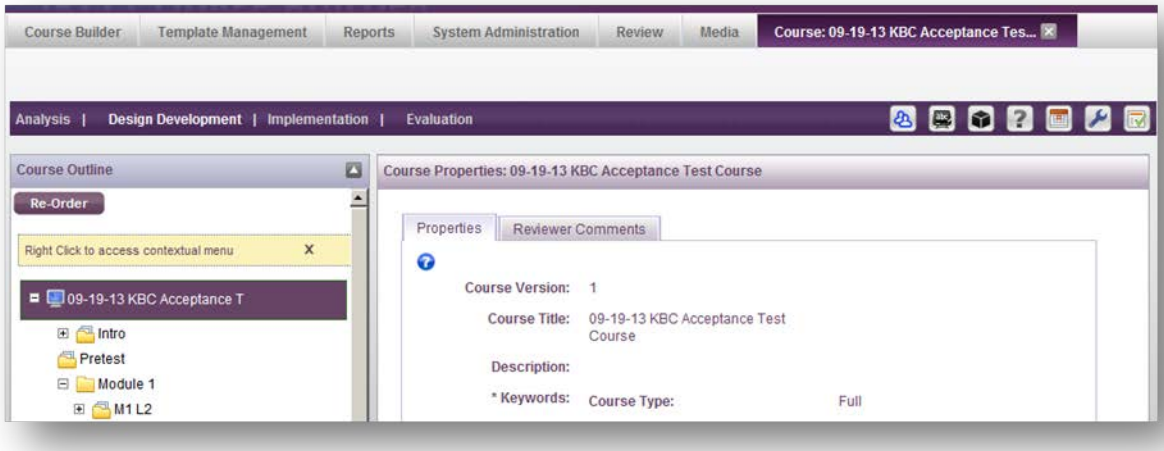
Note: Buttons that are grayed out indicate that the functionality is not available for the item currently highlighted.

4. Click **Save**.

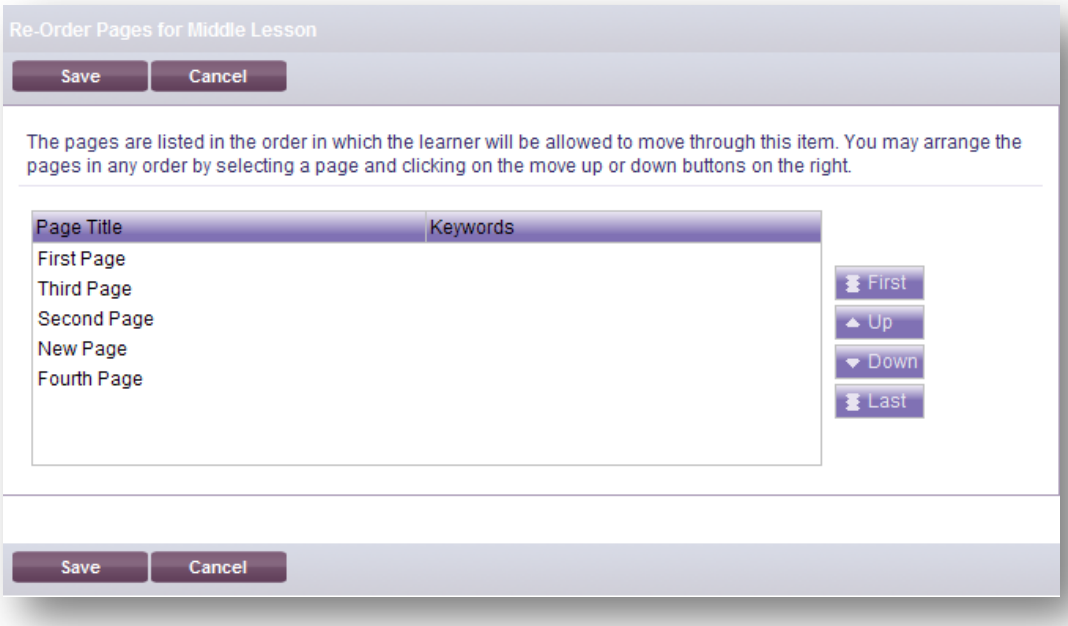
8.3.5.37 Reorder Pages within an Item

Use the following steps to change the sequence of the pages within a lesson:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to change the sequence. The *Course* workspace tab appears.



2. In the **Course Outline** panel, click on the lesson for which you want to reorder the pages and click **Re-Order**. The *Re-Order Pages* workspace appears.


Re-Order Pages for Middle Lesson
Save
Cancel
The pages are listed in the order in which the learner will be allowed to move through this item. You may arrange the pages in any order by selecting a page and clicking on the move up or down buttons on the right.
Page Title
Keywords
First Page
Third Page
Second Page
New Page
Fourth Page
First
Up
Down
Last
Save
Cancel

3. Select the page you wish to move and click the appropriate movement button to the right of the screen.

BUTTON	FUNCTION
First	Moves the highlighted item to the top of the list.
Up	Moves the highlighted item to above the item currently preceding it.
Down	Moves the highlighted item to below the item currently after it.

Last	Moves the highlighted item to the bottom of the list.

Note: Buttons that are grayed out indicate that the functionality is not available for the page currently highlighted.

4. Click **Save**.

8.3.5.38 Import PowerPoint Content into an Item (Lesson)

If you have existing content in a Microsoft PowerPoint file (2010, 2007 or 2003), you can import that content into a JKO Course Builder course (up to 50 slides at a time).

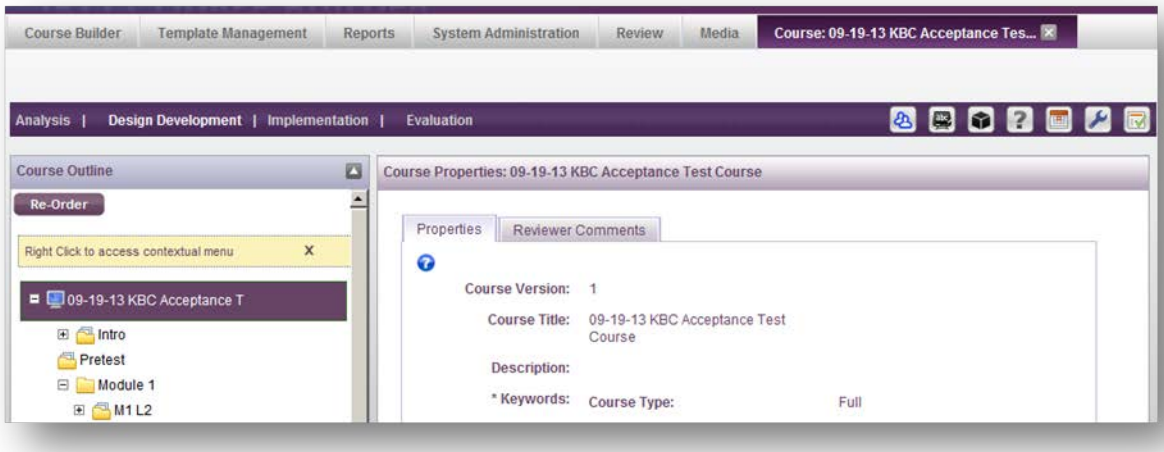
TIP: If the PowerPoint file you wish to import is more than 50 slides, or if the slides are graphic-intensive, you must break the file into two or more files and import each file separately. An alternative method of capturing the slide content is detailed in the JKO Course Builder Best Practices document.

When you import PowerPoint content, for each slide you select to import into the lesson, a new page will be added to the lesson. The page properties and assets are filled in as follows:

- The page title is created using the text in the first text block of the slide.
- The graphic asset will be populated with a .jpg image containing a snapshot of the entire slide.
- The text asset will contain the content of the slide's instructor notes.

Use the following steps to import one or more slides from a PowerPoint file:

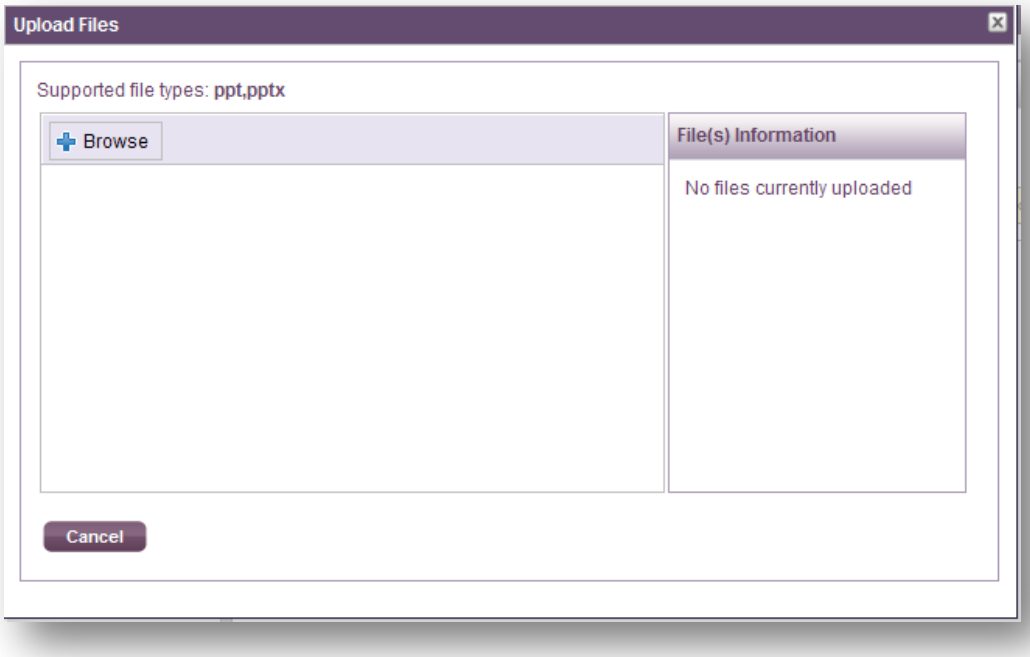
1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to import PowerPoint content. The *Course* workspace tab appears.



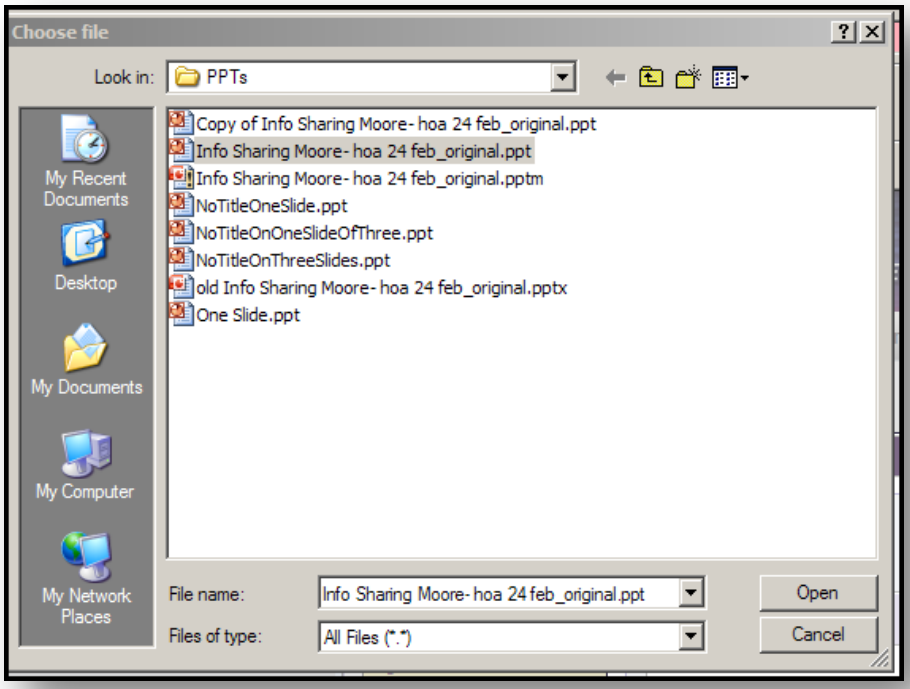
2. In the **Course Outline** panel, right-click on the item (lesson) name to which you want to import PowerPoint content.

3. Select **Add** ( ) from the primary menu and **Import PowerPoint Slides** ( ) from the secondary menu. The *PowerPoint Import* section appears in the *Course* workspace.

4. Click **Upload a PowerPoint File**. The *Upload Files* dialog box appears.



5. Click **Browse** and browse to locate the PowerPoint file from which you want to import one or more slides.



6. Select the file and click **Open.**

7. Select the **Content Layout Template (CLT)** for the new pages that are to be created when you import the slides.

   Note: If an appropriate CLT has not been selected for this course in the course properties, none will appear in the CLT dropdown list.

8. If you want to import all of the slides in the PowerPoint file, click the **Select All Slide(s)** checkbox. If not, select the individual slides you want to import by selecting the slide number and clicking the **Include this slide for import** checkbox.

9. Click **Import and Save**. One page will be created in the lesson for each slide imported. You can edit the new pages just as you would any other page.

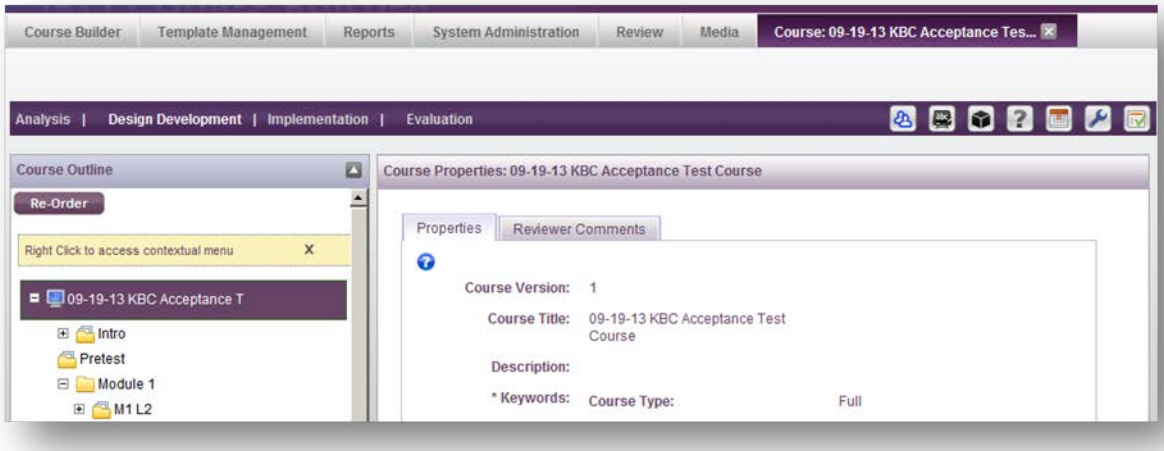
   NOTE: See the JKO Course Builder Best Practices document for tips on ensuring that your PowerPoint presentation transfers into Course Builder cleanly.

8.3.5.39 Preview the Content of a Page

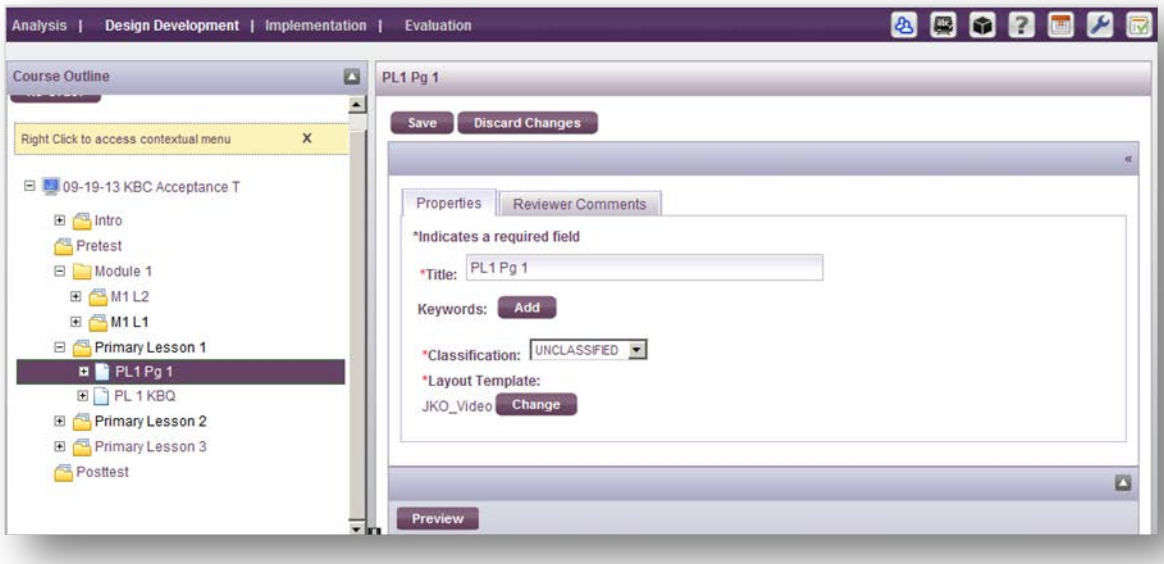
You can preview the content of a page to see how it appears to the learner without having to publish your course to the Nemesis development server. The preview functionality displays the content using the course's user interface (UI) template and the page's Content Layout Template (CLT).

Use the following steps to preview the content of a page:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to preview content. The *Course* workspace tab appears.



2. In the **Course Outline** panel, click the page for which you wish to preview the content. The *Course* workspace displays the page properties. Need new screen shot



3. In the **Page Properties** section, click **Preview**. A new browser window or tab opens displaying the page content.

   Note: When previewing an individual page, the **Next Page (Next)** and **Previous Page (Back)** buttons on the course UI are not active. You will only be able to preview the content of this page.

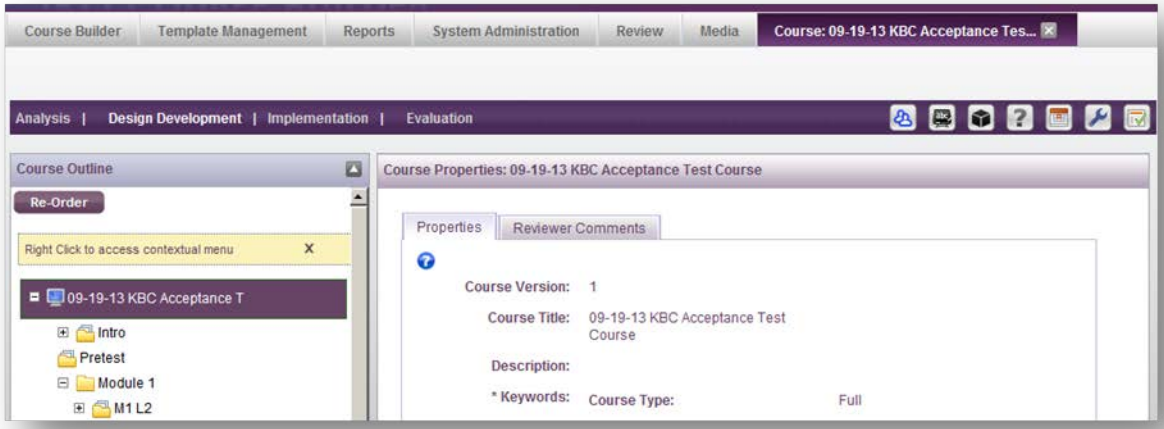
4. When you have finished previewing the page, close the web browser window/tab containing the preview content.

8.3.5.40 Preview the Content of an Item (Lesson)

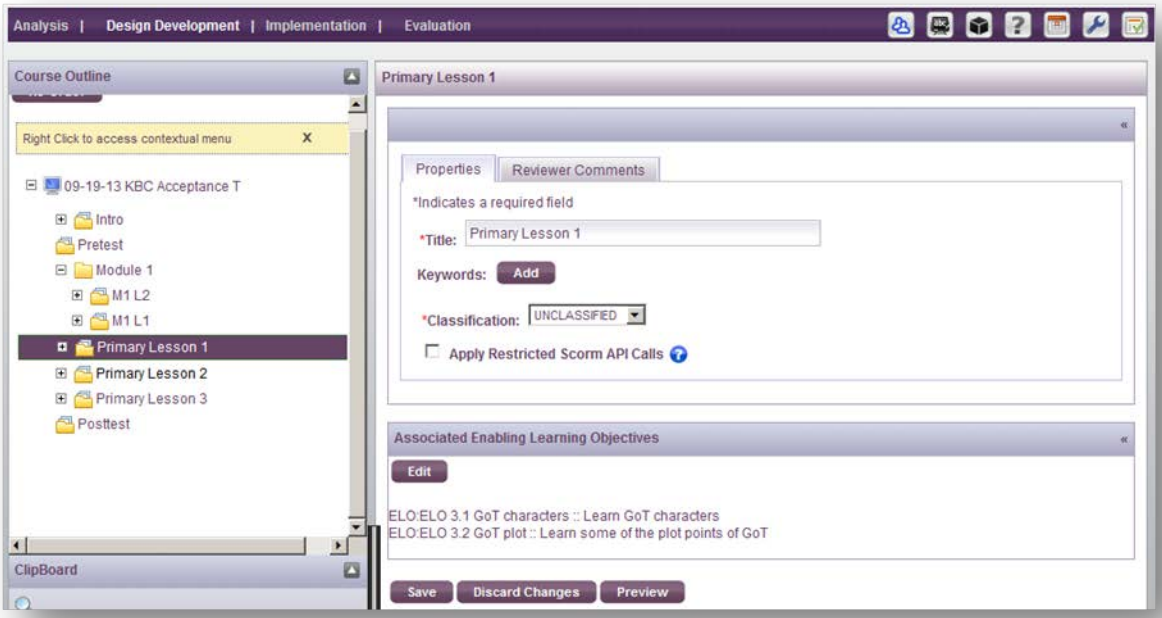
You can preview the content of an item (lesson) to see how it appears to the learner without having to publish your course to the Nemesis development server. The preview functionality displays the content of the item using the course's user interface (UI) template and each page's Content Layout Template (CLT).

Use the following steps to preview the content of an item (lesson):

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to preview content. The *Course* workspace tab appears.



2. In the **Course Outline** panel, click the item (lesson) for which you wish to preview the content. The *Course* workspace displays the properties for that item.



3. In the **Item Properties** section, click **Preview**. A new browser window or tab opens displaying the first page of the item (lesson).

4. *Optional.* Use the **Next Page (Next)** and **Previous Page (Back)** buttons on the course UI to move through the pages of the item (lesson).

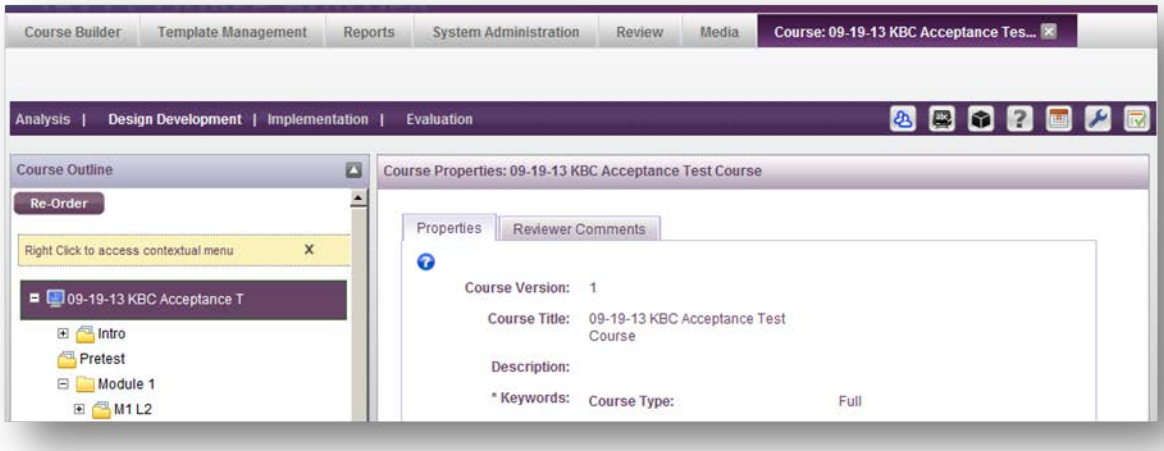
5. When you have finished previewing the item (lesson) content, close the web browser window/tab containing the preview content.

8.3.5.41 Remove a Directory, Item, or Page from a Course

Any components within the course can be removed at any time from the course outline.

Use the following steps to remove a directory, item, or page from a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to remove a component. The *Course* workspace tab appears.



2. In the **Course Outline** panel, right-click on the component you want to remove.
3. Select **Delete** from the menu**.**
4. A confirmation box appears. Click **OK** to delete the page or **Cancel** to return to the course outline.
5. Click **Save**.

8.3.6 Mobile Courseware Development

JKO Course Builder allows you to create courses to be delivered on mobile devices. Mobile courses created in JKO Course Builder can then be uploaded to the JKO Mobile website for delivery.

8.3.6.1 Create a Mobile Course

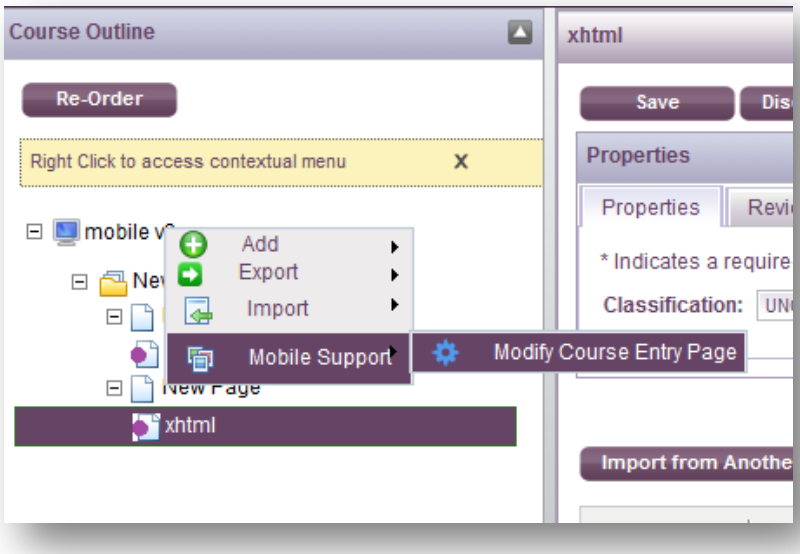
To create a mobile course:

1. Create a course according to the instructions in Section 8.2.3.5 above, using the following parameters:
    - Select the **Mobile** option under **SCORM Version**. Select any sequencing template.
    - Select a UI template and CLT specifically designed for mobile. They should be named as such in the UI template selection dropdown and in the popup window containing all of the CLTs.

8.3.6.2 Modify the Content of the Course Entry Page

When a mobile course is created, the system will automatically generate a table of contents (TOC) and an entry page. The TOC cannot be modified, but the text of the entry page can be. To change the default text of the entry page, follow these steps:

1. On the Course Builder tab, in the **Courses I Build** gadget, click the name of the mobile course you want to modify.
2. In the course tree on the **Design/Development** screen, right-click on the course title and select **Mobile Support** > **Modify Course Entry Page**.

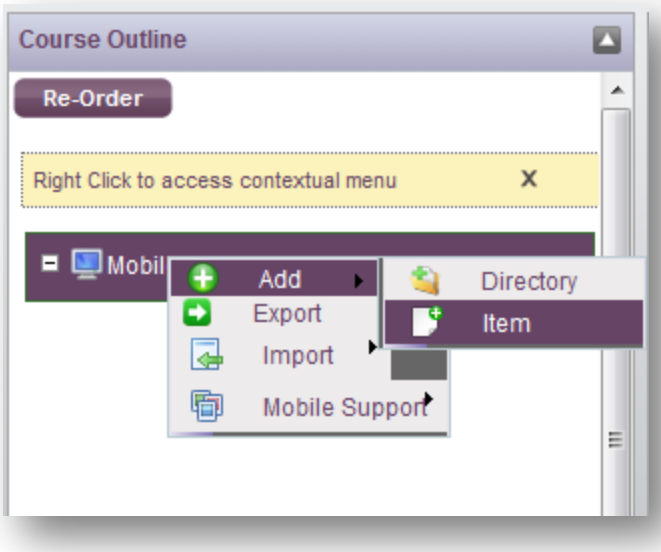


3. Edit the text of the course entry page.
4. Click **Save**.

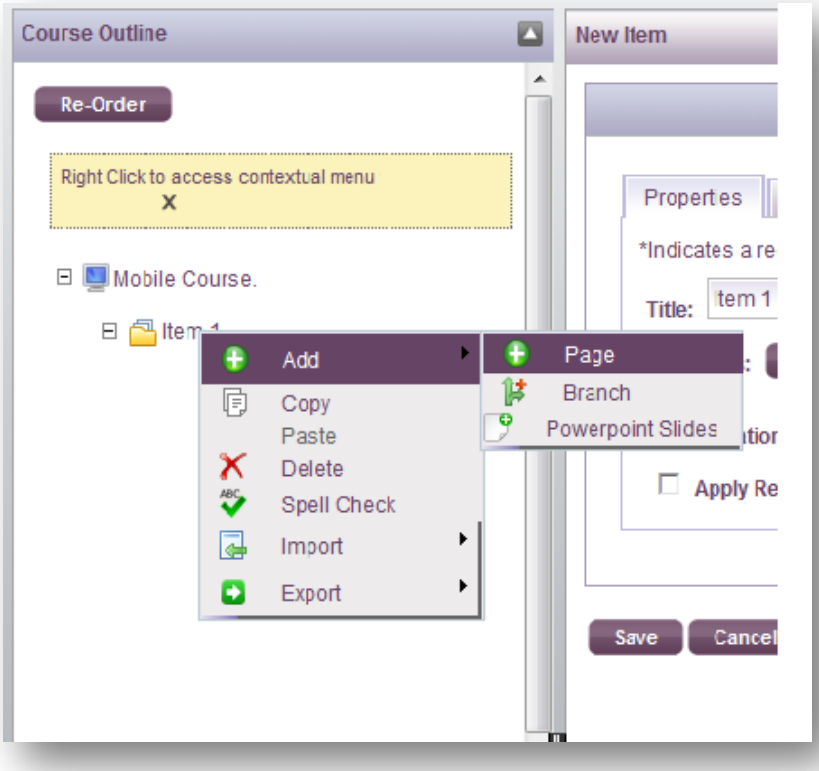
8.3.6.3 Add Content to a Mobile Course

To add content to a mobile course:

1. From the Course Builder tab, in the **Courses I Build** gadget, click on the name of the mobile course to which you want to add content.
2. On the **Design/Development** screen, create the course structure by right-clicking on the course title and selecting **Add** > **Item**. Name the item (lesson) and save.



3. Create pages by right-clicking on the item and selecting **Add** > **Page**. Select the mobile CLT in the Page Properties.

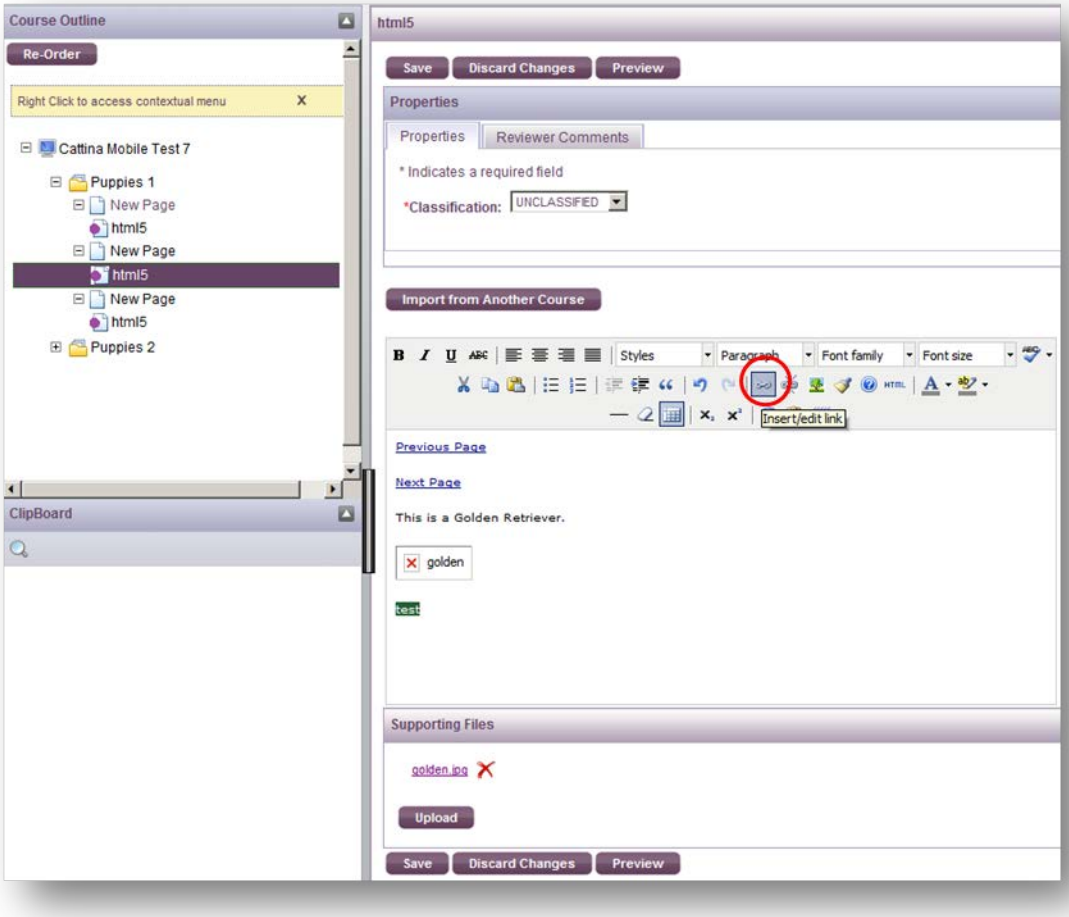


4. Click **Save**. The page will appear in the course tree and will contain an “html5” asset.

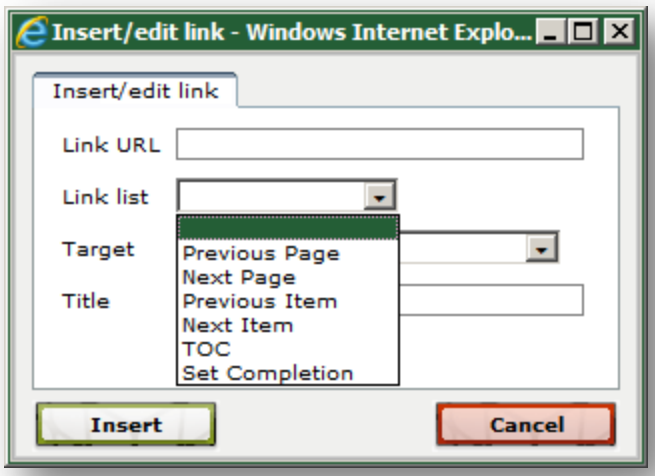
5. Click on the “html5” asset for a page in the course tree. The properties display on the right.

6. Enter navigation text to link to in the text entry area, e.g., “Previous Page”.

7. Highlight the text to activate the **link** icon.



8. Click the **link** icon to bring up the **Insert/edit link** popup box.



9. Select the appropriate navigation from the dropdown list. Repeat for as many navigation buttons as necessary for the page.

    - Previous Page – adds a button to the page that allows the learner to return to the previous page of the lesson

        Note: This navigation button should not be added on the first page of a lesson.

    - Next Page – adds a button to the page that allows the learner to advance to the next page of the lesson

        Note: This navigation button should not be added on the last page of a lesson.

    - Previous Item – adds a button to the page that allows the learner to return to the previous lesson

    - Next Item – adds a button to the page that allows the learner to advance to the next lesson

    - TOC – adds a button that takes the learner to the Table of Contents for the course.

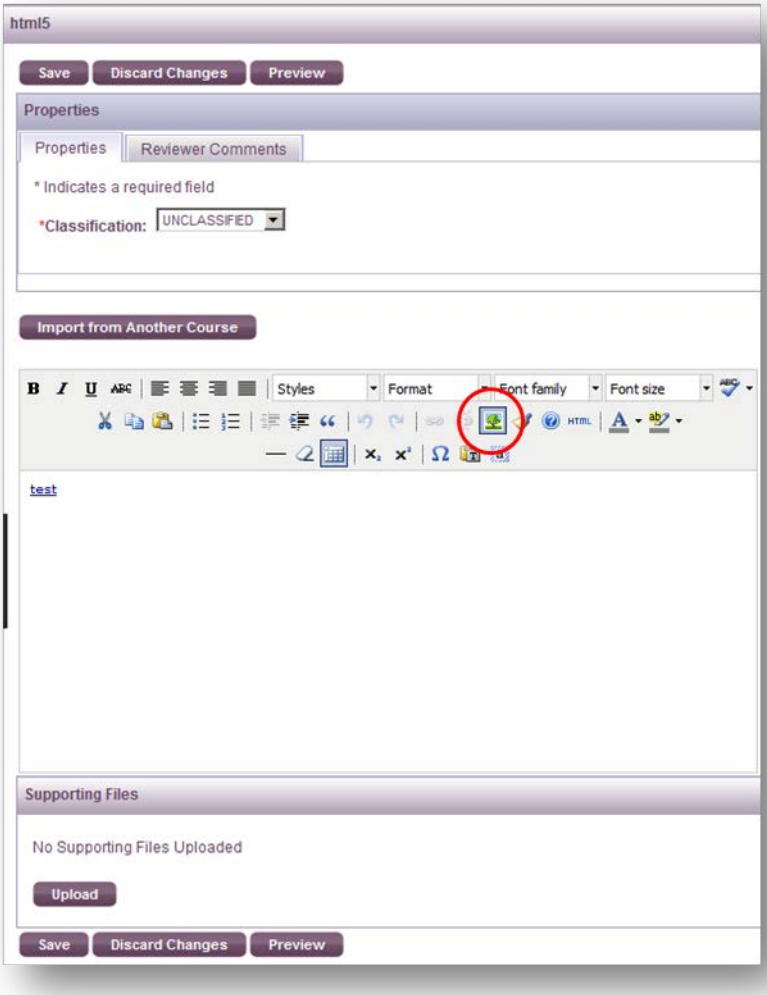
    - Set Completion – sends the completion to the JKO LMS from the mobile device.

        Note: This setting needs to be on the last page of the *course only* in order for the completion to be sent to the LMS.

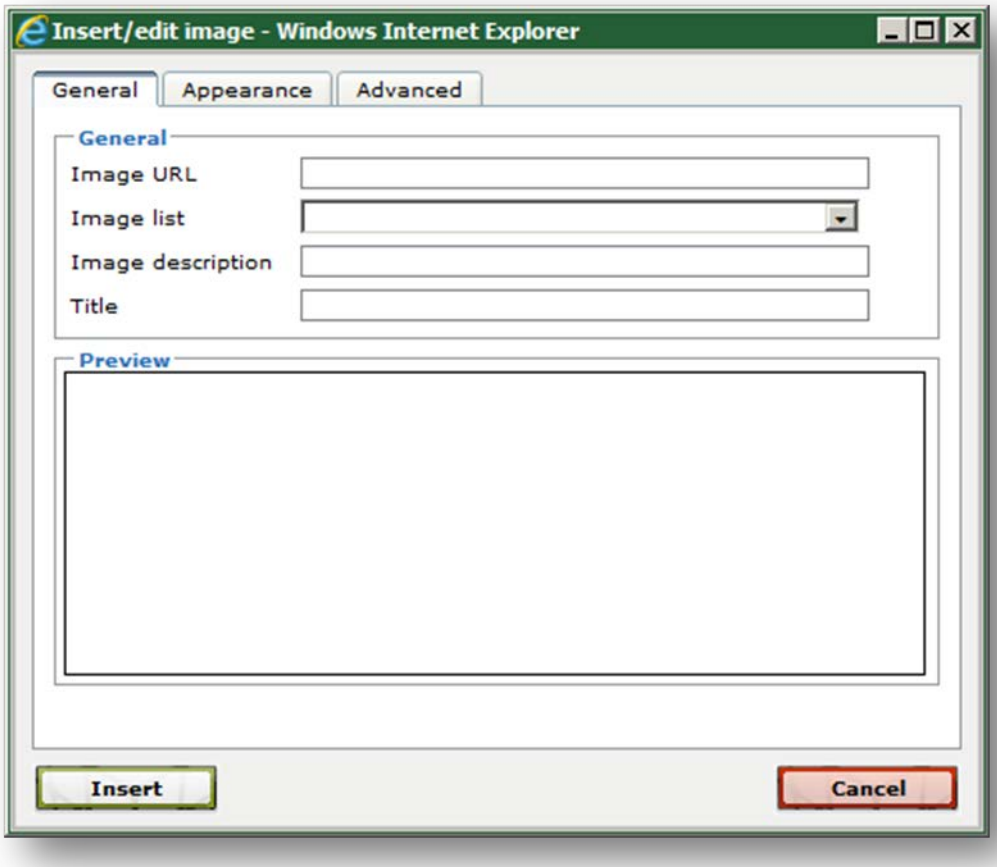
10. *Optional.* Add text in the text entry box. This can include text to be viewed onscreen as well as HTML5 code.

11. *Optional*. Add graphics in the Supporting Files box. Ensure the graphics are optimized for mobile delivery. To link the graphic to the page, follow these steps:

    - Click the “Image” icon.



    - Type “media/filename.jpg” in the Image URL line, where “filename” is the name of the graphic.



- Select the image from the **Image list** dropdown.
- Enter a description of the image in the **Image description** field.
- Enter a title for the image in the **Title** field.
- Click **Insert**.

12. Click **Save**.

Note: You can only publish mobile courses to a Content Package (never to the LMS). That content package must then be uploaded to the JKO Mobile site for testing and subsequent deployment. For more information on JKO Mobile, refer to the JKO Mobile Standard Operating Procedures.

8.4 Assessments

An assessment is used to “test” a learner’s knowledge with respect to one or more Enabling Learning Objectives (ELOs). The assessment consists of questions from each of the ELOs associated with the assessment.

8.4.1 Assessment Types

There are two types of assessments in JKO Course Builder, which are defined below:

- **Pretest** – A graded test preceding a series of lessons that assesses a learner's knowledge of the learning objectives for the lesson(s) prior to the content being presented to the learner.
- **Posttest** – A graded test following a series of lessons.

When you add an assessment to a course, you identify the type of assessment you want to add. The steps you take to add, delete, or modify an assessment are nearly identical regardless of the assessment type. Thus, the information below applies to each assessment type except where differences for a given assessment type are explicitly noted.

8.4.2 Objectives and Assessments

The Course Owner and Content Developers for a course define and create the Terminal Learning Objectives (TLOs) and Enabling Learning Objectives (ELOs) for a course.

The ELOs for the course can have questions associated with them. If there are questions associated with a given ELO, you can:

a. Insert a question from the ELO into a page in the course content to create a knowledge-based question (KBQ).

b. Assign the ELO to an assessment (pretest or posttest) for the course. When the pretest or posttest is taken by the learner, one question from each ELO associated with the assessment is randomly selected and presented to the learner.

   Multiple ELOs can be associated with a single assessment. The learner receives questions from each of the ELOs associated with the assessment. Each ELO can also contain multiple questions, known as a question pool. The Atlas Test Engine randomly selects questions from the question pool for each ELO associated with the assessment.

   A learner is not required to take a given lesson (i.e., can "test out") if s/he passes all the objectives associated with that lesson in a pretest in the course. The learner can still view the lesson(s) s/he tested out of, but will not be required to view all the pages in those lessons in order to graduate from the course. The pretest "test out" option requires that your course uses the T3 sequencing template, selected in the JKO Course Builder Course Properties, and a graduation type of "SCORM 2004 – Sequencing Based" in the JKO LMS. (This graduation type is preselected on the *Publish* screen; do not change it.)

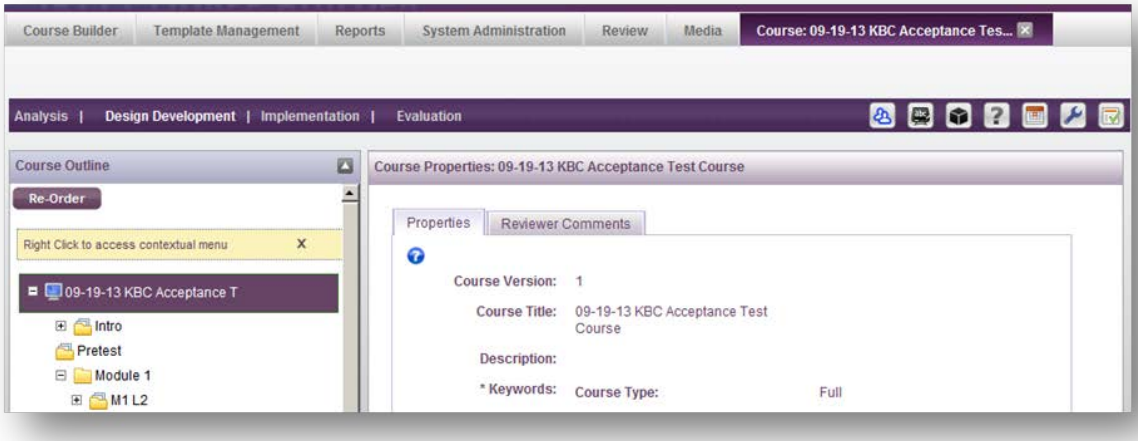
   Note: If your course uses a sequencing template other than T3, you cannot include a pretest.

8.4.3 Add an Assessment to a Course

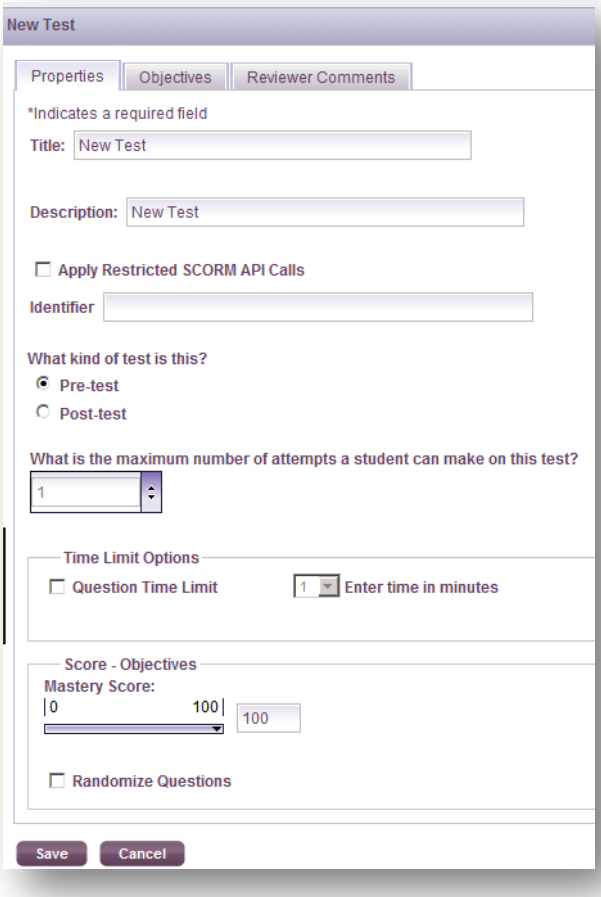
You may add a test at the root of the course or inside a directory. You may not add a test inside an item. A course can have one pretest and multiple posttests. A pretest is typically inserted before a series of lessons. A posttest is typically inserted after a series of lessons.

Use the following steps to add an assessment to a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course for which you wish to add a test. The *Course* workspace appears.



2. Right-click on the course title and select **Add** > **Test**. The Test Properties will appear on the right side of the screen.



3. Name the test.
4. *Optional*. Enter a description of the test.
5. *Optional*. Select the checkbox next to **Apply Restricted SCORM API Calls**. When checked, this checkbox will restrict the standard set of SCORM calls that would typically be made from an Item or Test so that the *only* SCORM calls made by the test will be the “initialize” and “terminate” calls. Any SCORM calls to report progress and scoring to the LMS must be coded into the object you're planning to use.
6. Select the radio button next to Pretest or Posttest.
7. Enter the number of attempts the learner can have for the test.

   Note: If you selected Pretest in #4 above, the number of attempts is set at 1 and cannot be changed.

   Note: The JKO standard for number of attempts at a posttest is 99.
8. Time Limit Options are not operational at this time.
9. Enter the mastery (passing) score.

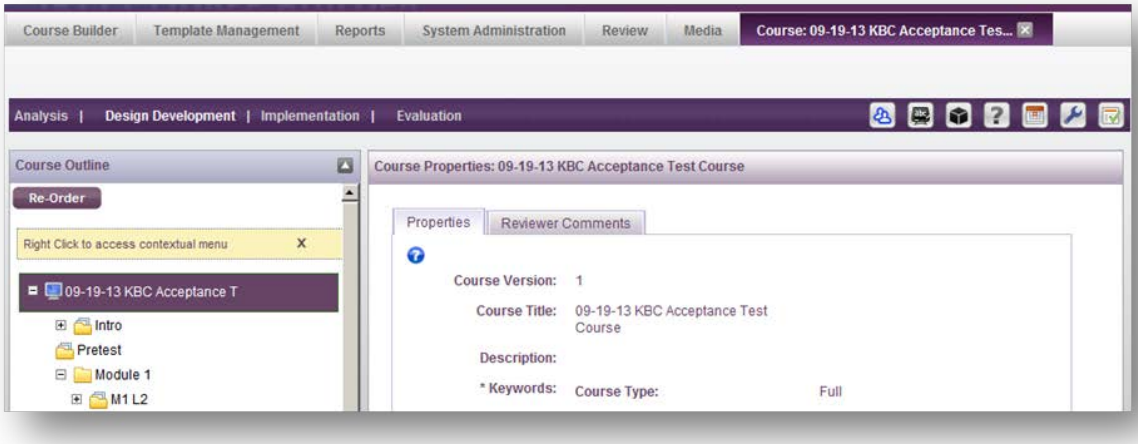
10. *Optional.* Select the checkbox next to **Randomize Questions**. When checked, this randomizes the order in which questions from a given objective are presented to the learner taking the assessment.

11. Click **Save**. The test is added to the course tree.

8.4.4 Edit an Assessment in a Course

Use the following steps to modify an assessment in a course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course for which you wish to modify a test. The *Course* workspace appears.



2. Click on the test you wish to modify.

3. *Optional.* In the **Title** field, edit the title of the test.

4. *Optional.* In the **Description** field, edit the description of the test.

5. *Optional.* Edit your selection for **Apply Restricted SCORM API Calls**. When checked, this checkbox will restrict the standard set of SCORM calls that would typically be made from an Item or Test so that the *only* SCORM calls made by the test will be the “initialize” and “terminate” calls. Any SCORM calls to report progress and scoring to the LMS must be coded into the object you're planning to use.

6. *Optional.* Edit the selection for Pre-test or Post-test in **Test Type**.

7. *Optional.* Edit the value of **Maximum Attempts** (the number of times the learner should be able to take the assessment). For pretests, the default number of attempts is 1 and cannot be changed.

8. *Optional.* Edit the **Mastery Score** for the assessment. This is the score required to pass the assessment.

9. *Optional.* Edit your selection for **Randomize Questions**. When checked, this randomizes the order in which questions from a given objective are presented to the learner taking the assessment.

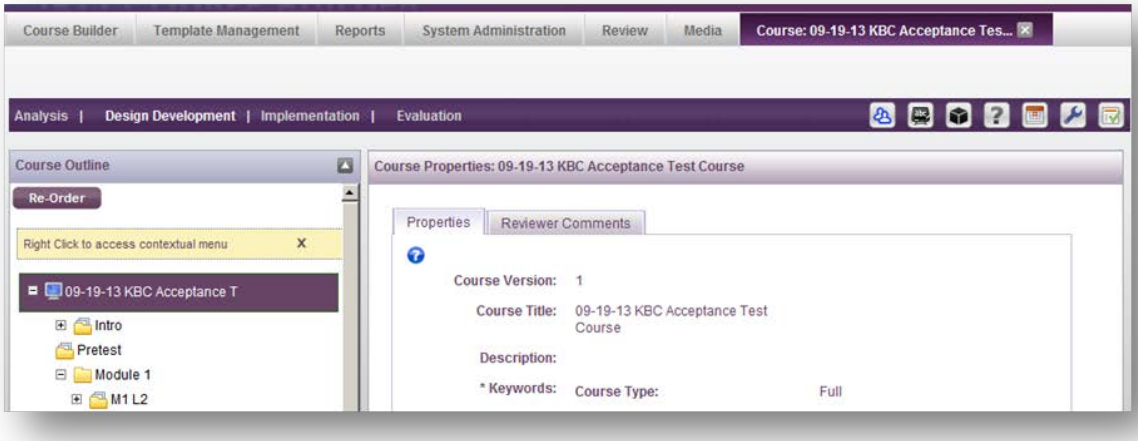
10. Click **Save.**

8.4.5 Add Objectives to an Assessment

When the course is published to the LMS and taken by a learner, the learner is asked randomly selected questions from each of the objectives assigned to the assessment.

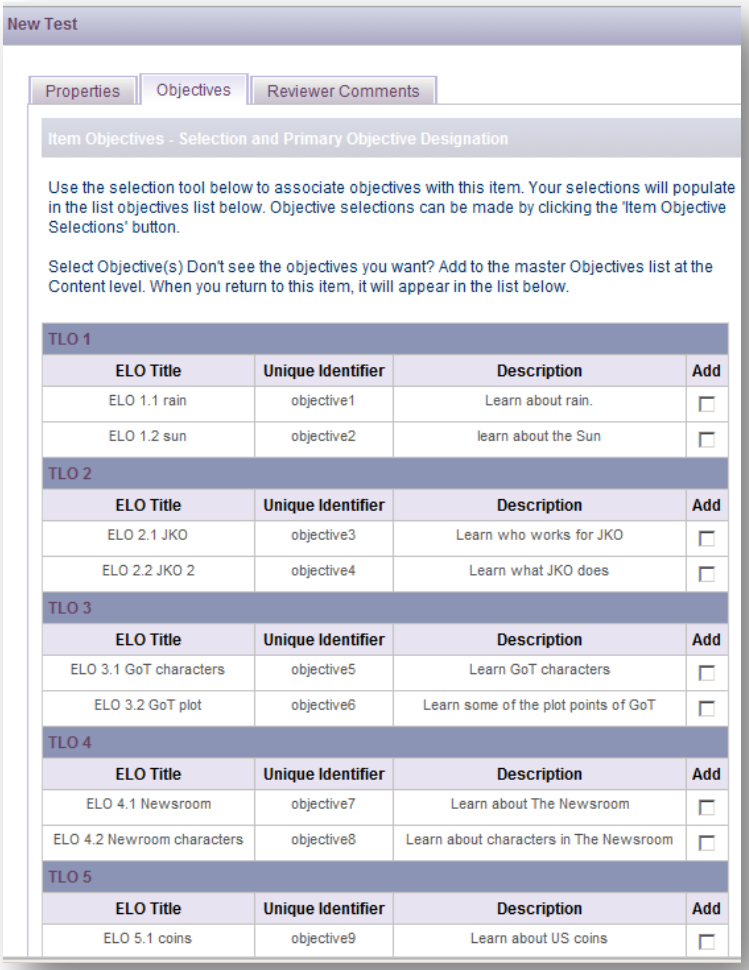
Use the steps below to add objectives to the selected assessment:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to modify an assessment. The *Course* workspace appears.



2. In the **Course Outline** panel, click on the assessment to which you want to add objectives. The *Assessment Properties* window appears.

3. The second tab in the *Assessment Properties* window is the Objectives tab.


New Test
Properties
Objectives
Reviewer Comments
Item Objectives - Selection and Primary Objective Designation
Use the selection tool below to associate objectives with this item. Your selections will populate in the list objectives list below. Objective selections can be made by clicking the 'Item Objective Selections' button.
Select Objective(s) Don't see the objectives you want? Add to the master Objectives list at the Content level. When you return to this item, it will appear in the list below.
TLO 1
ELO Title | Unique Identifier | Description | Add
ELO 1.1 rain | objective1 | Learn about rain.
ELO 1.2 sun | objective2 | learn about the Sun
TLO 2
ELO Title | Unique Identifier | Description | Add
ELO 2.1 JKO | objective3 | Learn who works for JKO
ELO 2.2 JKO 2 | objective4 | Learn what JKO does
TLO 3
ELO Title | Unique Identifier | Description | Add
ELO 3.1 GoT characters | objective5 | Learn GoT characters
ELO 3.2 GoT plot | objective6 | Learn some of the plot points of GoT
TLO 4
ELO Title | Unique Identifier | Description | Add
ELO 4.1 Newsroom | objective7 | Learn about The Newsroom
ELO 4.2 Newroom characters | objective8 | Learn about characters in The Newsroom
TLO 5
ELO Title | Unique Identifier | Description | Add
ELO 5.1 coins | objective9 | Learn about US coins

4. Check the box to the right of each Enabling Learning Objective (ELO) that you wish to have included in this assessment.

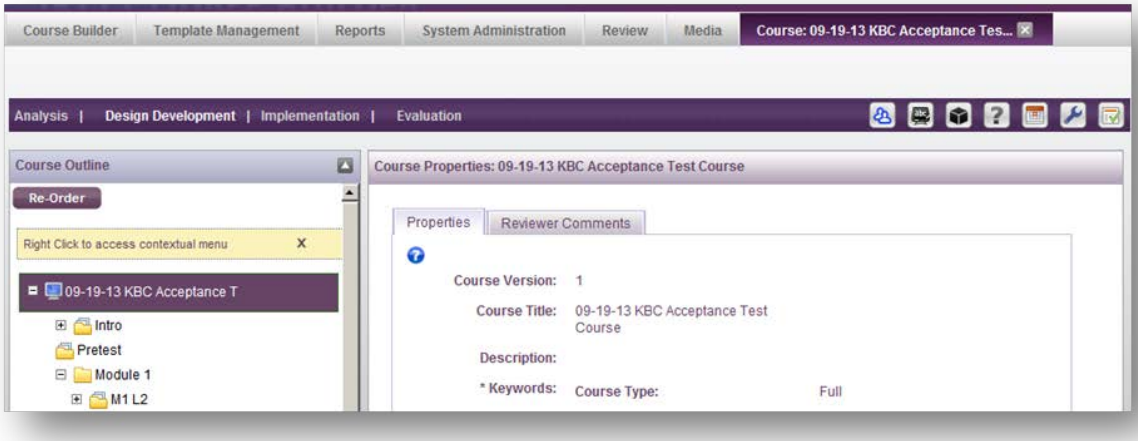
5. After you have selected all the ELOs that you want for this assessment, click **Add To List**. The objectives will populate below the table of objectives.

6. Click **Save**.

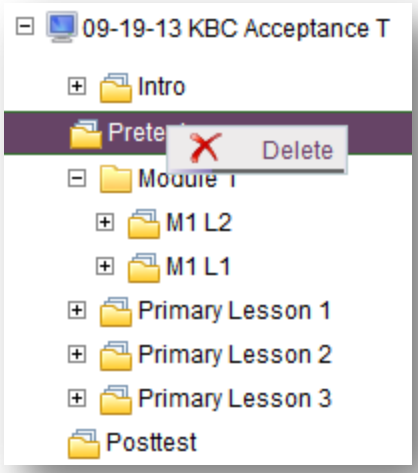
8.4.6 Delete an Assessment

Use the following steps to delete a test from the course:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to delete a test. The *Course* workspace appears.

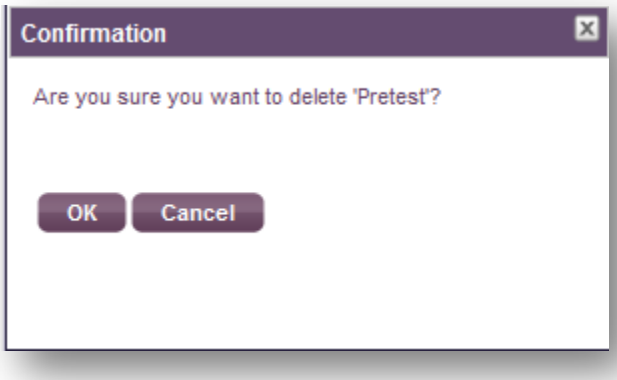


2. In the **Course Outline** panel, right-click on the test you want to remove. The course options menu appears.



3. Click **Delete.**

4. A confirmation box appears. Click **OK** to confirm the deletion or **Cancel** to cancel it.

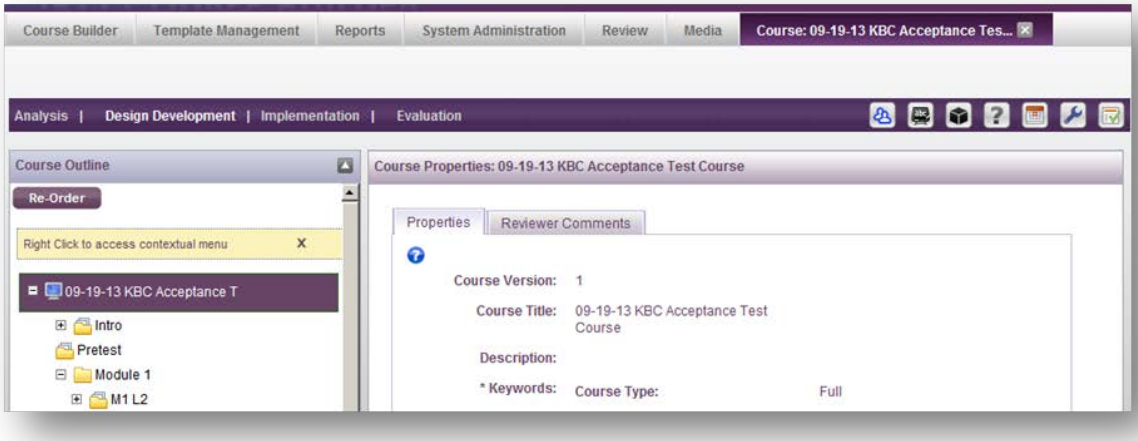


8.4.7 Modify the Assessment Properties

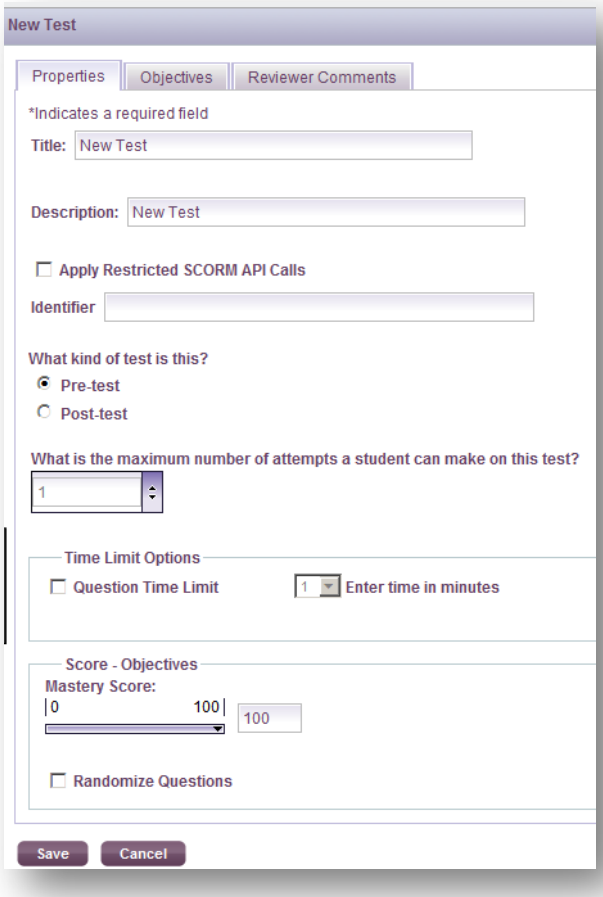
You can modify the properties that you set when you created an assessment in a course.

Use the following steps to modify the *Assessment Properties*:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to modify an assessment. The *Course* workspace appears.



2. In the **Course Outline** panel, click on the assessment for which you want to edit the properties. The assessment's *Properties* window appears.



3. *Optional*. Edit any of the desired fields on the *Properties* tab.

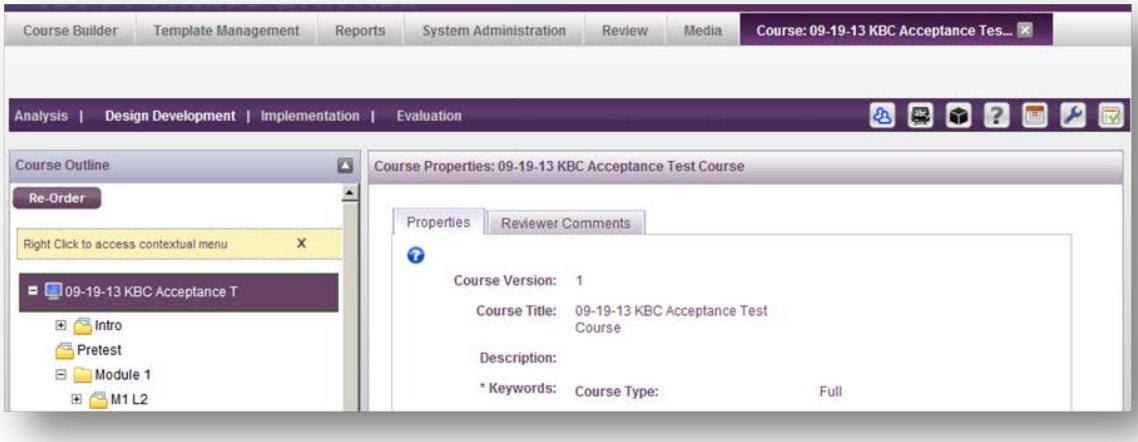
4. Click **Save** to make the changes to the assessment. Click **Cancel** (before clicking **Save**) if you decide you don't want to make the modifications to the assessment.

8.4.8 Associate Remediation to an Assessment (Posttest Only)

If the learner misses a question(s) on a posttest, a list of missed questions appears on the Posttest Results screen. Usually there will be a link to remediation next to the question(s) that was missed. If the learner clicks the link, s/he will be taken to either a page within the course or an external website.

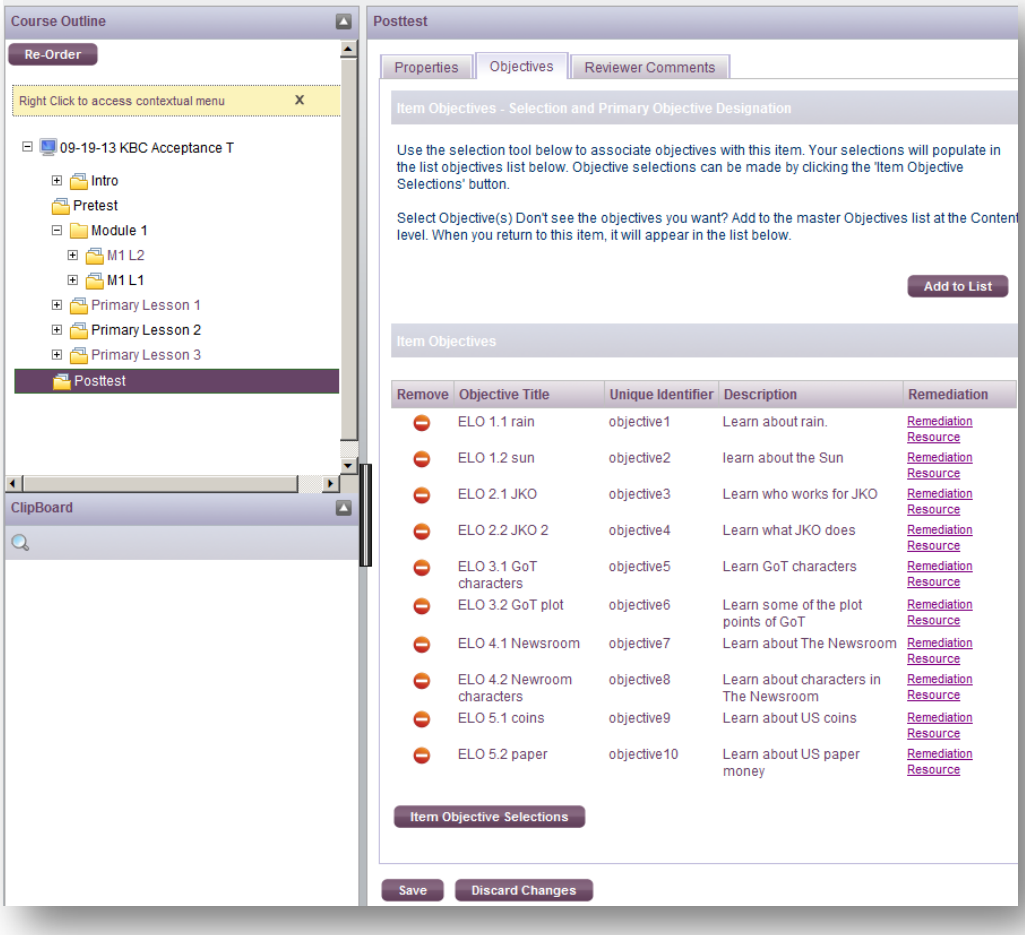
Use the following steps to associate remediation to a posttest:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to modify an assessment. The *Course* workspace tab appears.

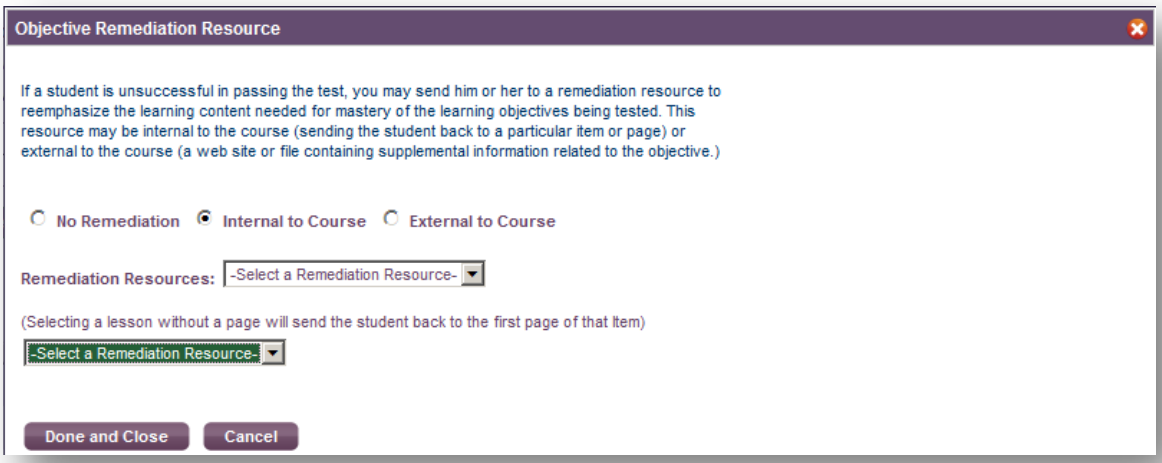


2. Select the posttest for which you wish to add remediation.

3. Select the Objectives tab in the Assessment workspace. The list of objectives to be tested appears.



4. Click the **Remediation Resource** link to the right of the ELO to which you want to associate remediation. The *Objective Remediation Resource* popup appears.


Objective Remediation Resource
If a student is unsuccessful in passing the test, you may send him or her to a remediation resource to reemphasize the learning content needed for mastery of the learning objectives being tested. This resource may be internal to the course (sending the student back to a particular item or page) or external to the course (a web site or file containing supplemental information related to the objective.)
No Remediation
Internal to Course
External to Course
Remediation Resources:
-Select a Remediation Resource-
(Selecting a lesson without a page will send the student back to the first page of that Item)
-Select a Remediation Resource-
Done and Close
Cancel

5. Select the radio button next to the type of remediation you wish to include.

   - No Remediation – System default.
   - Internal to Course – Select a Remediation Resource (Item (lesson)) from the first dropdown list; then, from the second dropdown list, select the page in that lesson to link to. If you do not select a specific page, the learner will be taken to the first page of the selected lesson.

     Note: In order to use this type of remediation, your course must contain lessons and pages. If lessons and pages do not yet exist (i.e., you are setting the posttest properties before adding content) you will have to return to this workspace after content has been added to be able to set internal remediation.

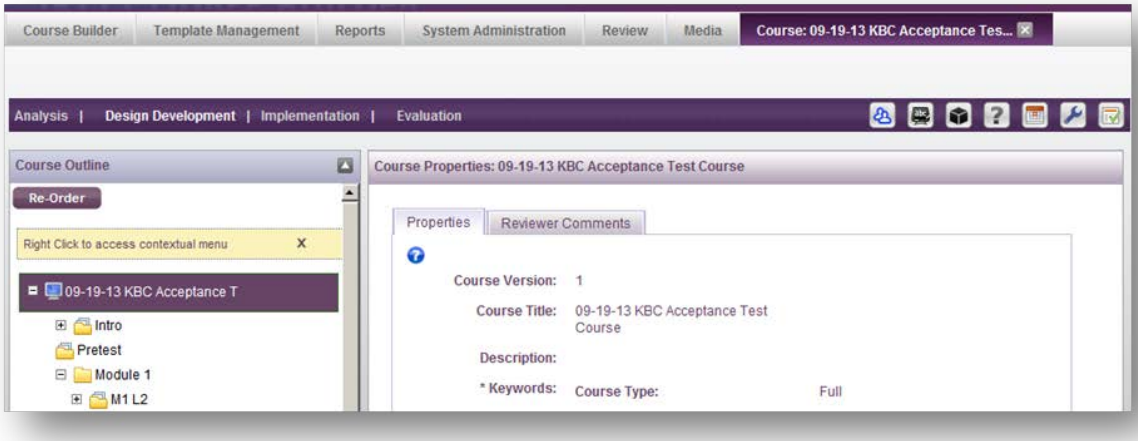
   - External to Course – Enter the entire URL of the website to which you wish to link, beginning with http:// or https://.

6. Repeat for each ELO.
7. Click **Save**.

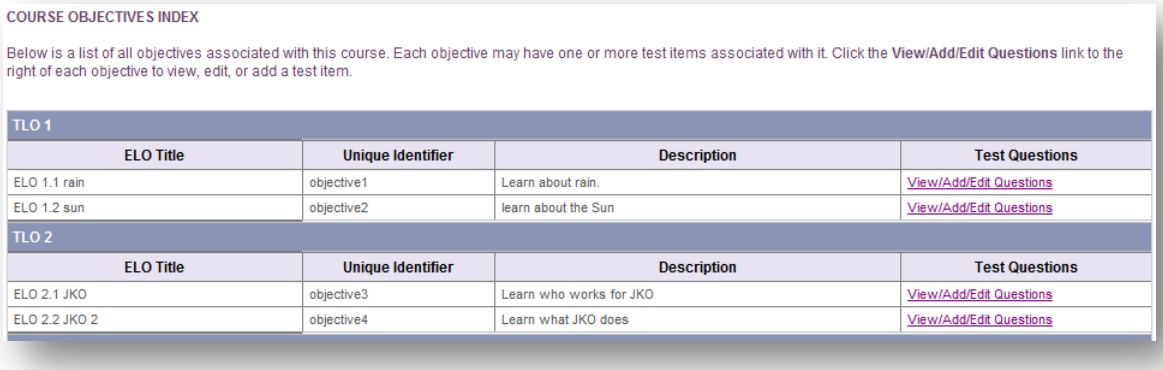
8.4.9 Add a Question to an ELO

Use the following steps to add a question to an ELO:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course title for which you wish to modify an assessment. The *Course* workspace tab appears.



2. In the *Course* workspace tab, click the **Test Bank** icon ( ) in the top right section of the tab header. The list of Enabling Learning Objectives (ELOs) displays in the Course Objectives Index.

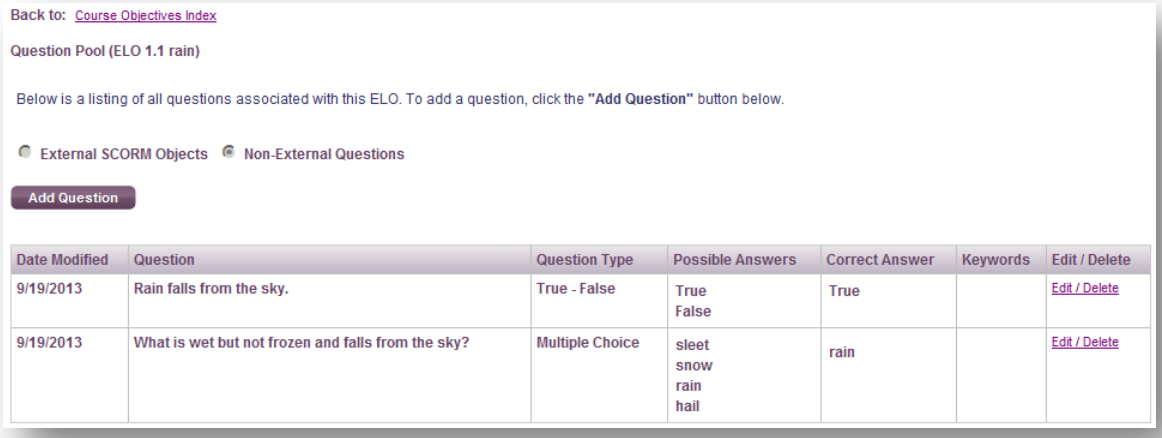


COURSE OBJECTIVES INDEX

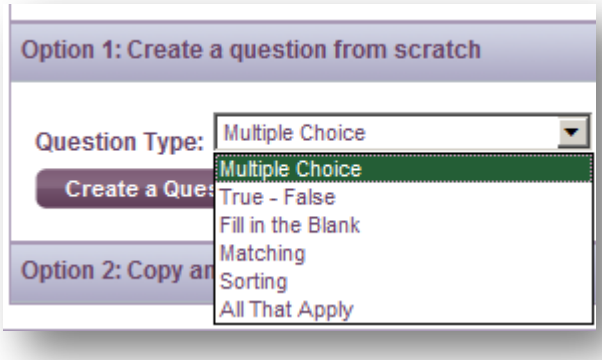
Below is a list of all objectives associated with this course. Each objective may have one or more test items associated with it. Click the **View/Add/Edit Questions** link to the right of each objective to view, edit, or add a test item.

TLO 1			
ELO Title	**Unique Identifier**	**Description**	**Test Questions**
ELO 1.1 rain	objective1	Learn about rain.	View/Add/Edit Questions
ELO 1.2 sun	objective2	learn about the Sun	View/Add/Edit Questions
TLO 2			
ELO Title	**Unique Identifier**	**Description**	**Test Questions**
ELO 2.1 JKO	objective3	Learn who works for JKO	View/Add/Edit Questions
ELO 2.2 JKO 2	objective4	Learn what JKO does	View/Add/Edit Questions

3. Click the **View/Add/Edit Questions** link next to the ELO for which you wish to add a question. A list of questions associated with the ELO (if any) and an **Add Question** button appear. (Note: The “External SCORM Objects” function is disabled.)

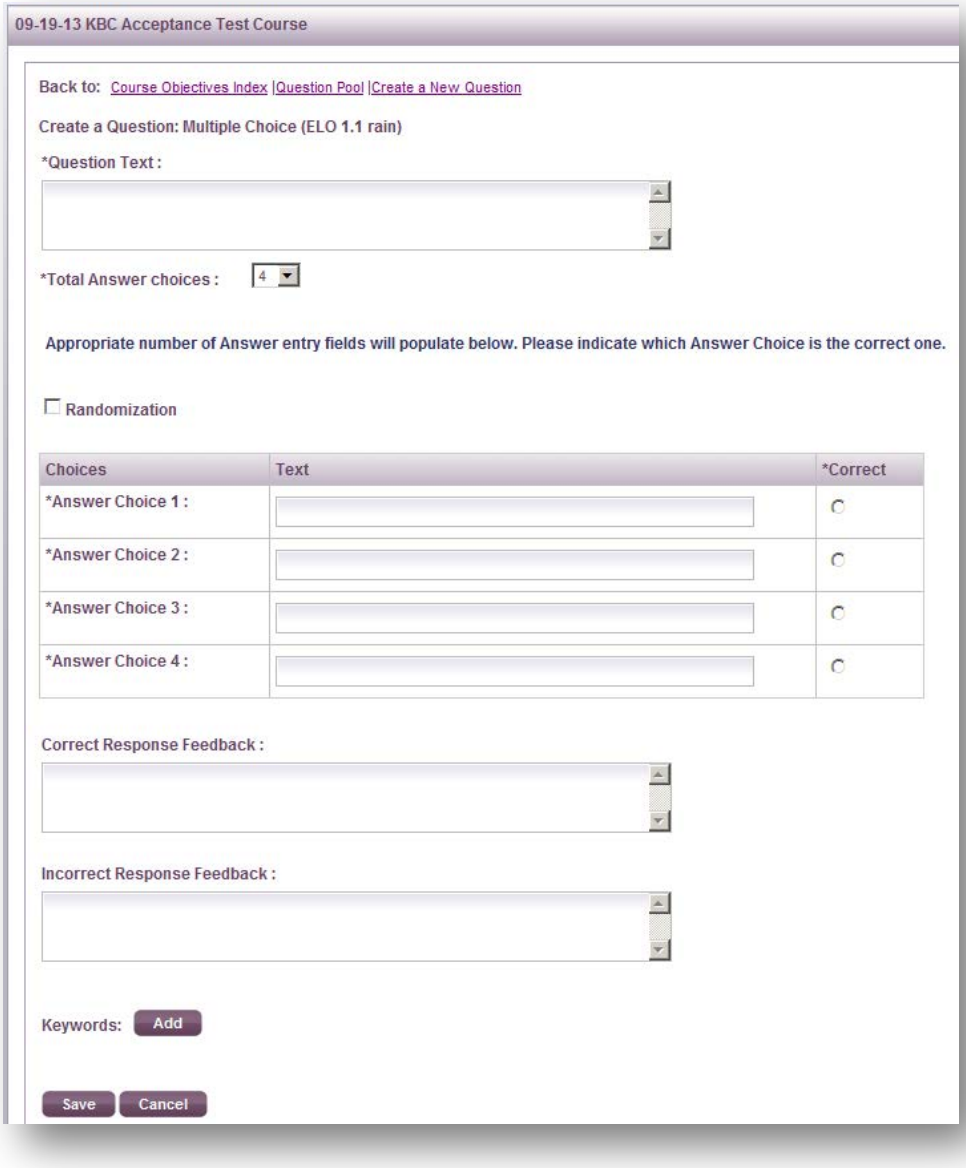


4. Click **Add Question**.
5. Select the **Type** of question you wish to add to the ELO.



6. Click the **Create a Question** button.
7. A **Question** tab appears with the question properties. The content and format of the question properties vary based on the type of question selected.
8. See the instructions in the sub-sections below for each specific question type.

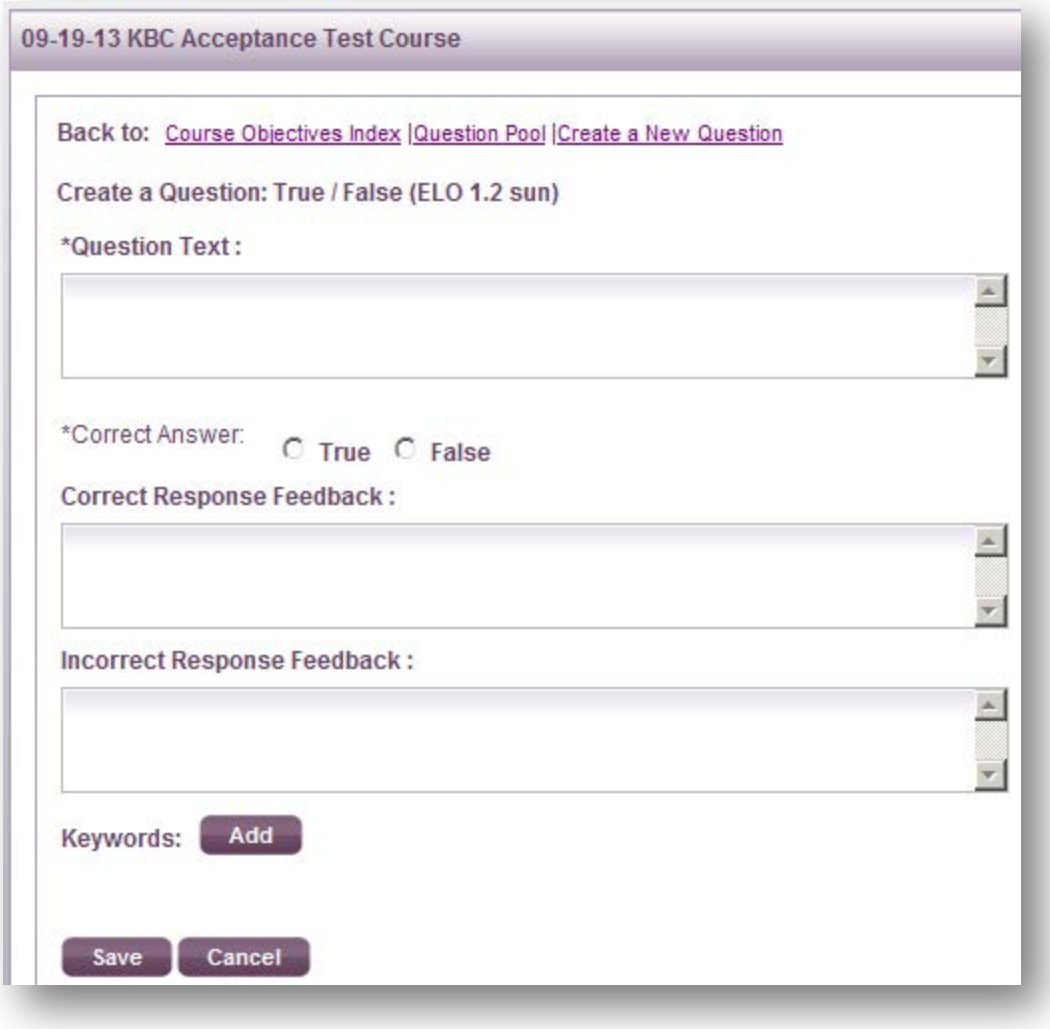
8.4.9.1 Multiple Choice


09-19-13 KBC Acceptance Test Course
Back to: Course Objectives Index | Question Pool | Create a New Question
Create a Question: Multiple Choice (ELO 1.1 rain)
*Question Text :
*Total Answer choices : 4
Appropriate number of Answer entry fields will populate below. Please indicate which Answer Choice is the correct one.
Randomization
Choices
Text
*Correct
*Answer Choice 1 :
*Answer Choice 2 :
*Answer Choice 3 :
*Answer Choice 4 :
Correct Response Feedback :
Incorrect Response Feedback :
Keywords:
Add
Save
Cancel

1. Enter the **Question Text**.
2. Select the number of answer choices.
3. *Optional.* Check **Randomization** to randomize the order in which the learner sees the answer choices.
4. Enter the text for each answer choice.
5. Select the correct answer by clicking the radio button next to the answer choice.

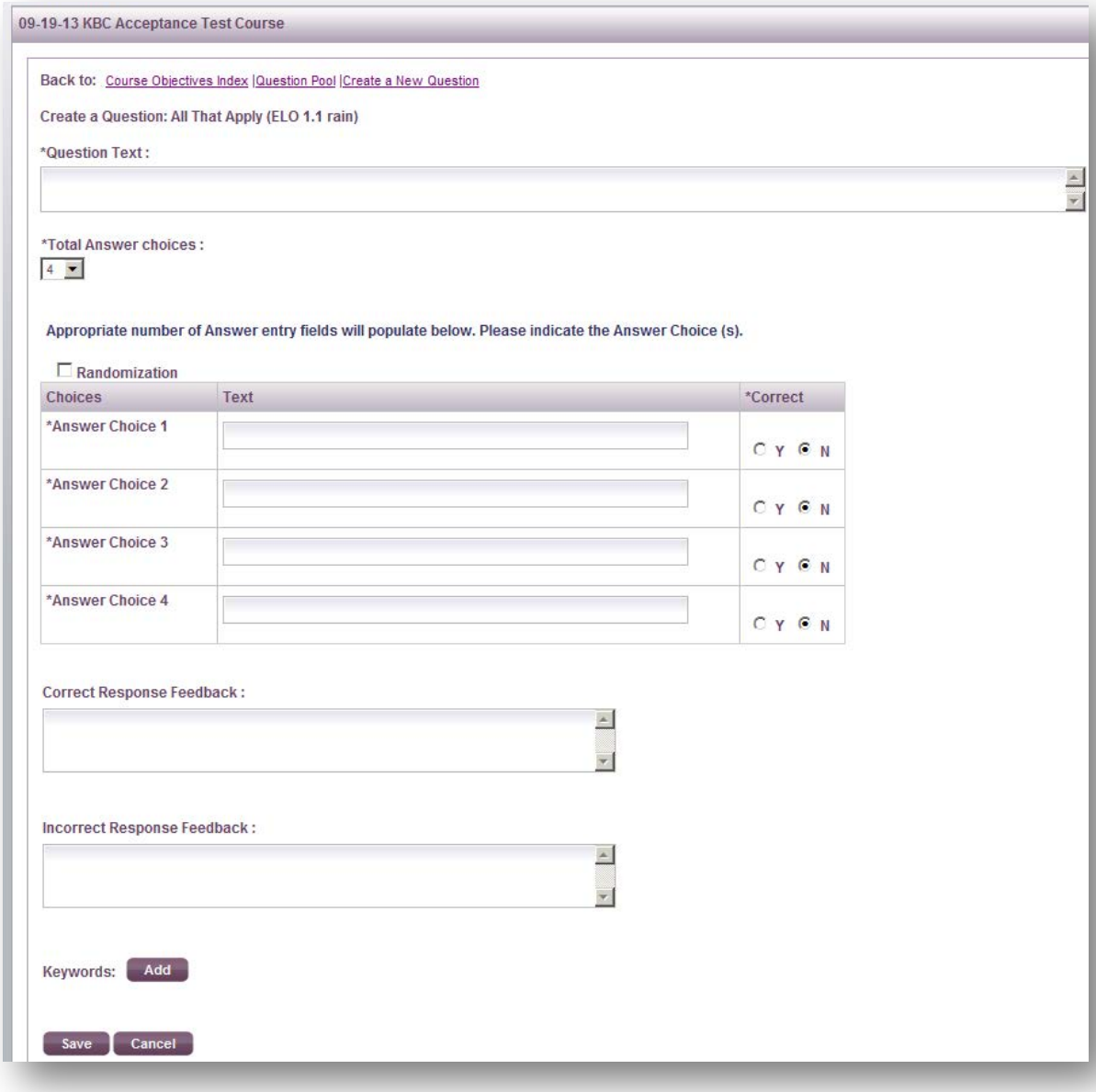
6. *Optional.* Enter answer feedback to display when a learner gets the question correct or incorrect. This is only necessary if you are using the question as a knowledge-based question within the course content, using a JKO Question Template CLT.
7. Click **Save**.

8.4.9.2 True / False



1. Enter the **Question Text**.
2. Select the correct answer by clicking the radio button next to the answer choice.
3. *Optional.* Enter answer feedback to display when a learner gets the question correct or incorrect. This is only necessary if you are using the question as a knowledge-based question within the course content, using a JKO Question Template CLT.
4. Click **Save.**

8.4.9.3 All That Apply

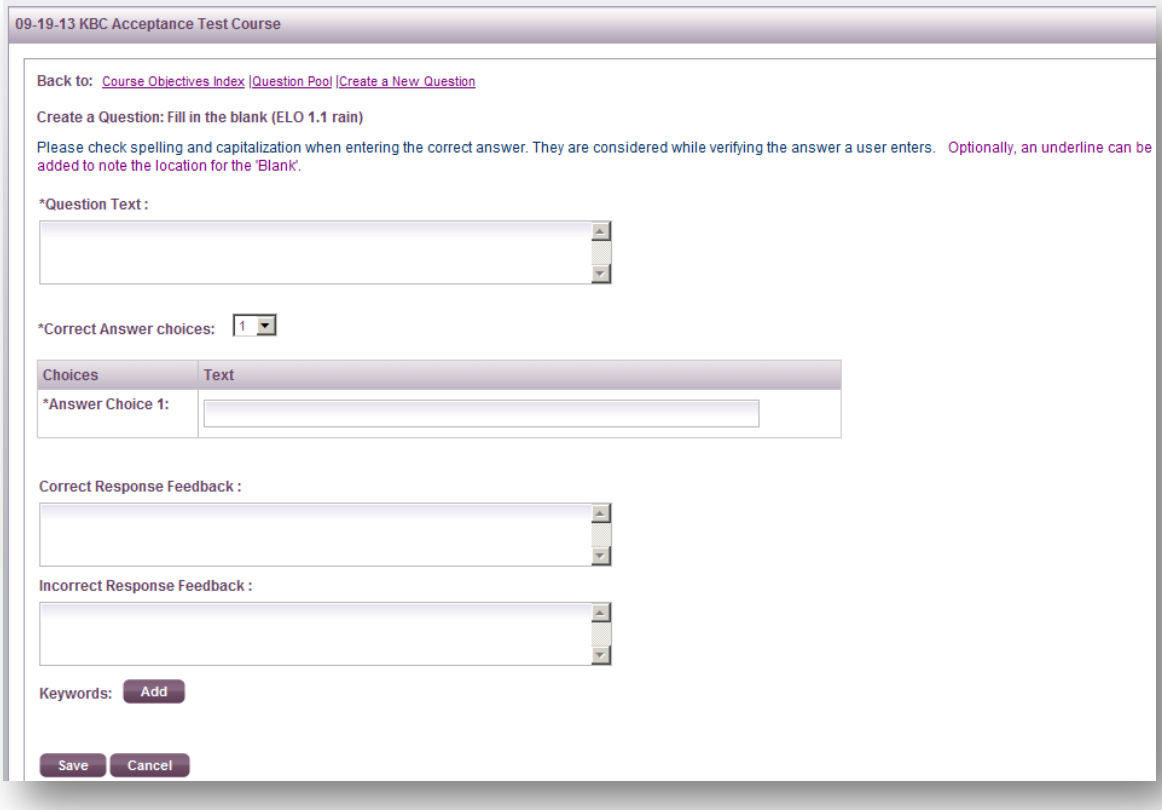


1. Enter the **Question Text**.
2. Select the number of **Total Answer Choices** from the dropdown menu.
3. *Optional*. Check the box next to Randomization to randomize the order in which the answer choices are presented to the learner.
4. Enter the answer choices.
5. Select the correct answer choices by the radio button next to the **Y** to the right of the answer choice.

6. *Optional.* Enter answer feedback for the question to display when the learner gets the question correct or incorrect. This is only necessary if you are using the question as a knowledge-based question within the course content, using a JKO Question Template CLT.

7. Click **Save.**

8.4.9.4 Fill in the Blanks


09-19-13 KBC Acceptance Test Course
Back to: Course Objectives Index |Question Pool |Create a New Question
Create a Question: Fill in the blank (ELO 1.1 rain)
Please check spelling and capitalization when entering the correct answer. They are considered while verifying the answer a user enters. Optionally, an underline can be added to note the location for the 'Blank'.
*Question Text :
*Correct Answer choices:
1
Choices
Text
*Answer Choice 1:
Correct Response Feedback :
Incorrect Response Feedback :
Keywords:
Add
Save
Cancel

1. Enter the **Question Text**. When you get to the point where you want to insert a blank, type in “BLANK” in all caps.

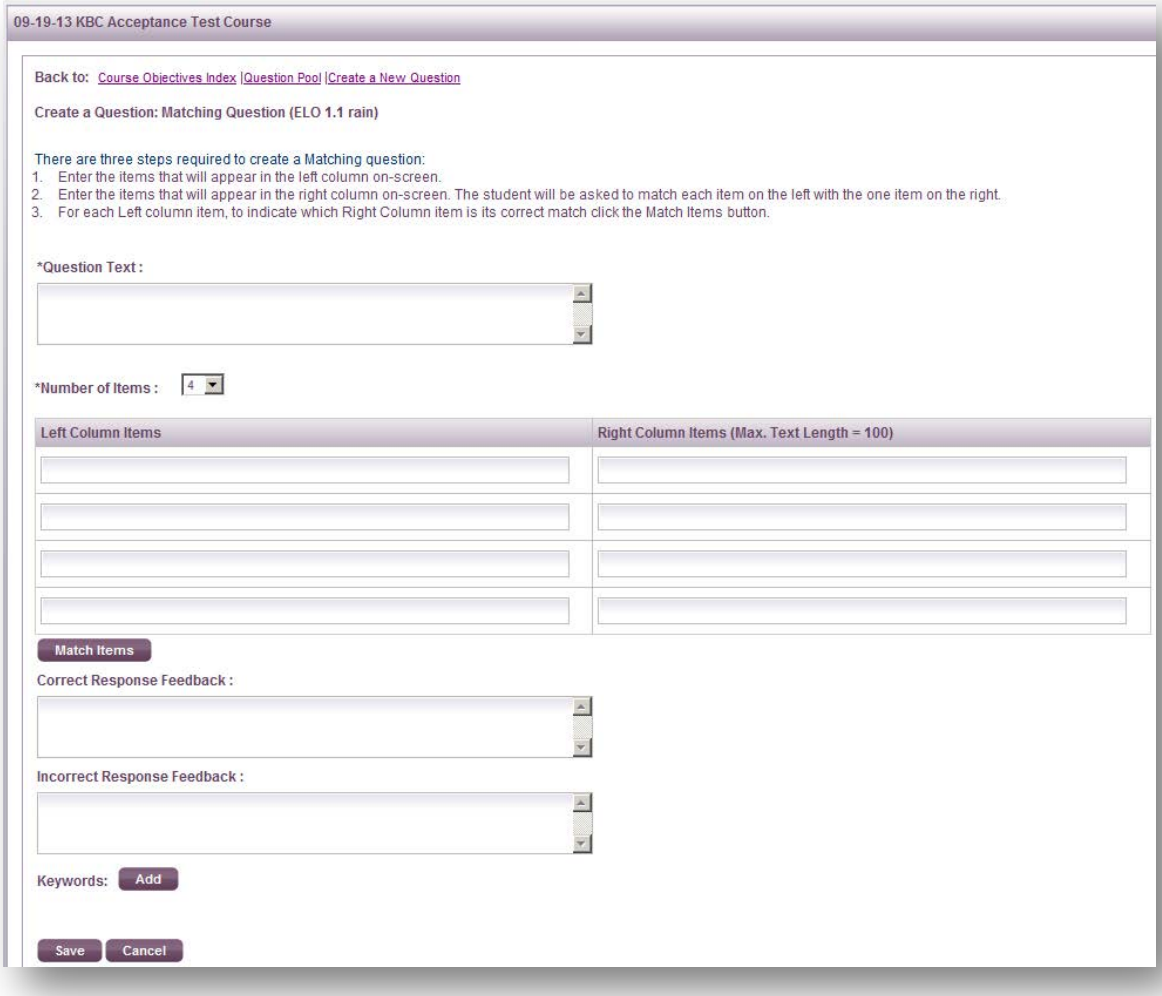
2. Enter the correct answer. Type in one word only. **NOTE:** The **Correct Answer Choices** dropdown defaults to 1. Do not change it.

   Note: The learner must match the word *exactly*. If the learner does not match the word exactly as written in the Answer Choice text field, it is counted wrong.

3. *Optional.* Enter answer feedback for the question to display when the learner gets the question correct or incorrect. This is only necessary if you are using the question as a knowledge-based question within the course content, using a JKO Question Template CLT.

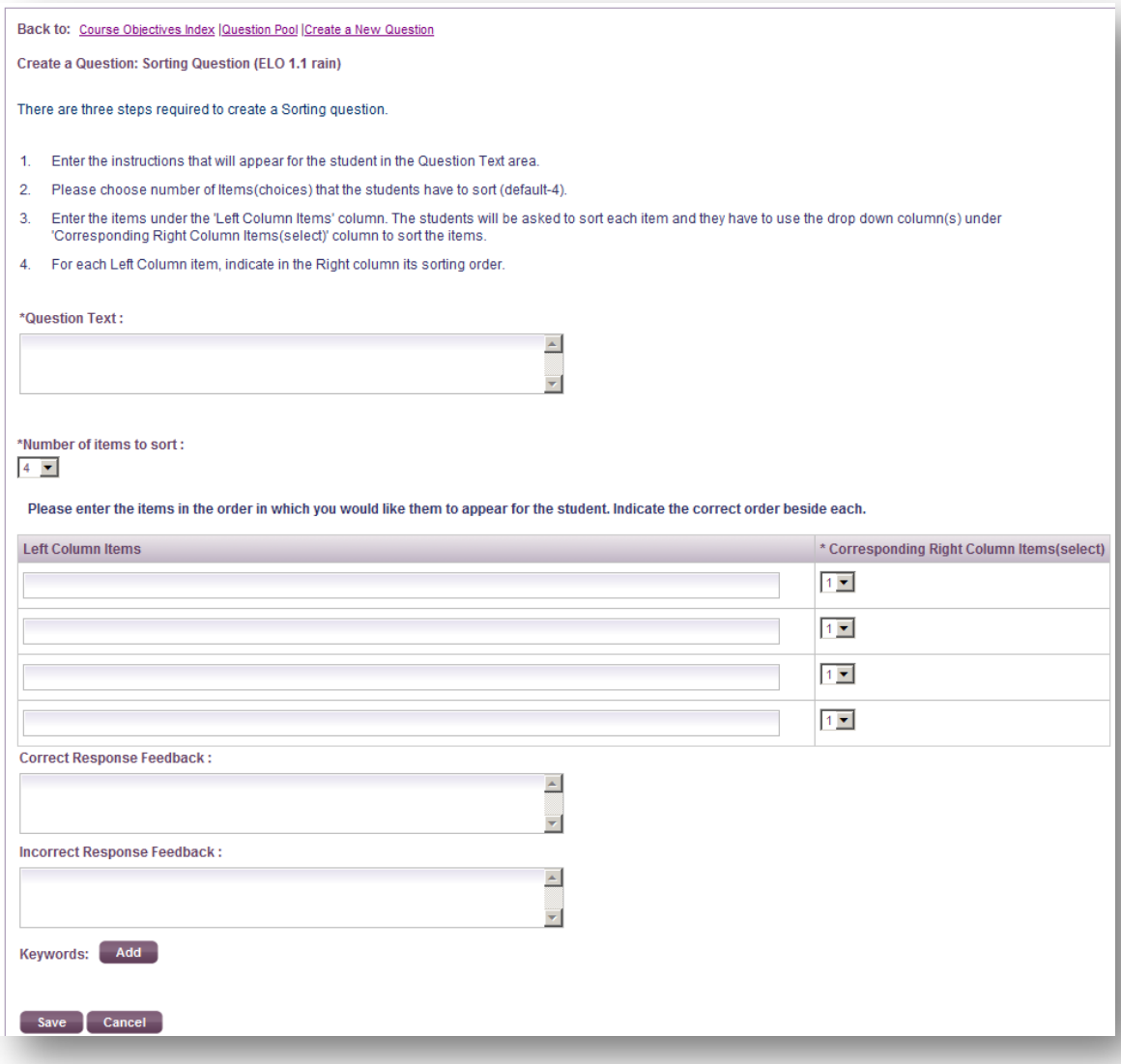
4. Click **Save**.

8.4.9.5 Matching


09-19-13 KBC Acceptance Test Course
Back to: Course Objectives Index |Question Pool |Create a New Question
Create a Question: Matching Question (ELO 1.1 rain)
There are three steps required to create a Matching question:
1. Enter the items that will appear in the left column on-screen.
2. Enter the items that will appear in the right column on-screen. The student will be asked to match each item on the left with the one item on the right.
3. For each Left column item, to indicate which Right Column item is its correct match click the Match Items button.
*Question Text :
*Number of Items : 4
Left Column Items
Right Column Items (Max. Text Length = 100)
Match Items
Correct Response Feedback :
Incorrect Response Feedback :
Keywords: Add
Save
Cancel

1. Enter the **Question Text**.
2. Select the number of items from the dropdown menu.
3. Enter the items to be matched in the left column.
4. Enter the corresponding matches in the right column in the order in which you would like them presented to the learner (i.e., not in the correct order).
5. Click **Match Items**.
6. Select the matches from the dropdown choices.
7. *Optional.* Enter answer feedback to display when a learner gets the question correct or incorrect. This is only necessary if you are using the question as a knowledge-based question within the course content, using a JKO Question Template CLT.
8. Click **Save**.

8.4.9.6 Sorting


Back to: Course Objectives Index |Question Pool |Create a New Question
Create a Question: Sorting Question (ELO 1.1 rain)
There are three steps required to create a Sorting question.
1. Enter the instructions that will appear for the student in the Question Text area.
2. Please choose number of Items(choices) that the students have to sort (default-4).
3. Enter the items under the 'Left Column Items' column. The students will be asked to sort each item and they have to use the drop down column(s) under 'Corresponding Right Column Items(select)' column to sort the items.
4. For each Left Column item, indicate in the Right column its sorting order.
*Question Text :
*Number of items to sort :
4
Please enter the items in the order in which you would like them to appear for the student. Indicate the correct order beside each.
Left Column Items
* Corresponding Right Column Items(select)
1
Correct Response Feedback :
Incorrect Response Feedback :
Keywords:
Add
Save
Cancel

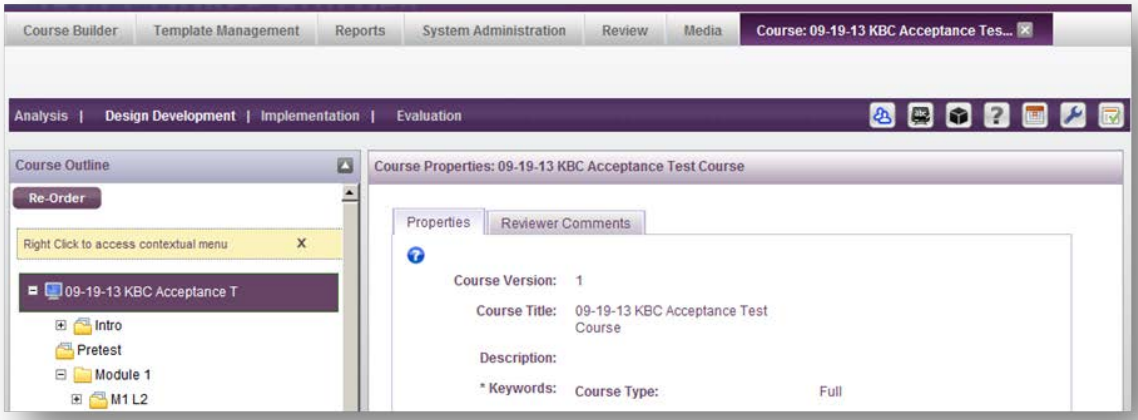
1. Enter the **Question Text**.
2. *Optional*. Select the **Number of Items to Sort** from the dropdown list.
3. Enter the items to sort in the left column along with their **Corresponding Right Column Items**, i.e., the correct order of the items**.**
4. *Optional.* Enter answer feedback to display when a learner gets the question correct or incorrect. This is only necessary if you are using the question as a knowledge-based question within the course content, using a JKO Question Template CLT.
5. Click **Save**.

8.4.10 Delete an Existing Question from an ELO

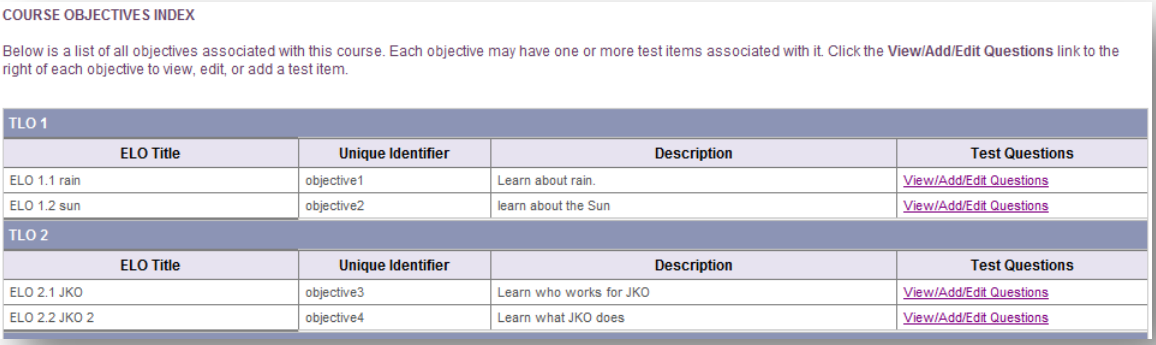
You can delete an existing question in an ELO.

Use the following steps to delete an existing question:

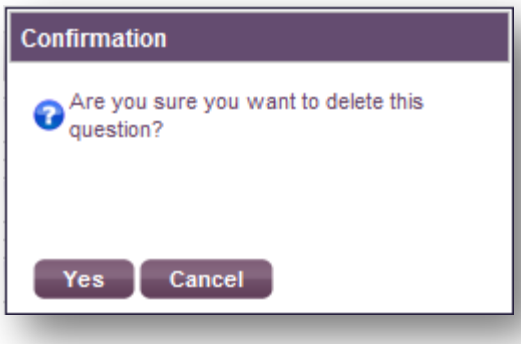
1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course for which you wish to delete a question. The *Course* workspace appears.



2. In the *Course* workspace tab, click the **Test Bank** icon ( ) in the top right section of the tab header. The *Course Objectives Index* workspace displays.


COURSE OBJECTIVES INDEX
Below is a list of all objectives associated with this course. Each objective may have one or more test items associated with it. Click the View/Add/Edit Questions link to the right of each objective to view, edit, or add a test item.
TLO 1
ELO Title | Unique Identifier | Description | Test Questions
ELO 1.1 rain | objective1 | Learn about rain. | View/Add/Edit Questions
ELO 1.2 sun | objective2 | learn about the Sun | View/Add/Edit Questions
TLO 2
ELO Title | Unique Identifier | Description | Test Questions
ELO 2.1 JKO | objective3 | Learn who works for JKO | View/Add/Edit Questions
ELO 2.2 JKO 2 | objective4 | Learn what JKO does | View/Add/Edit Questions

3. Click the **View/Add/Edit Questions** link to the right of the ELO for which you want to delete a question.
4. Click **Edit/Delete** to the right of the question you wish to delete from the test bank. The *Question* workspace appears.
5. Click **Delete**. A confirmation box appears.



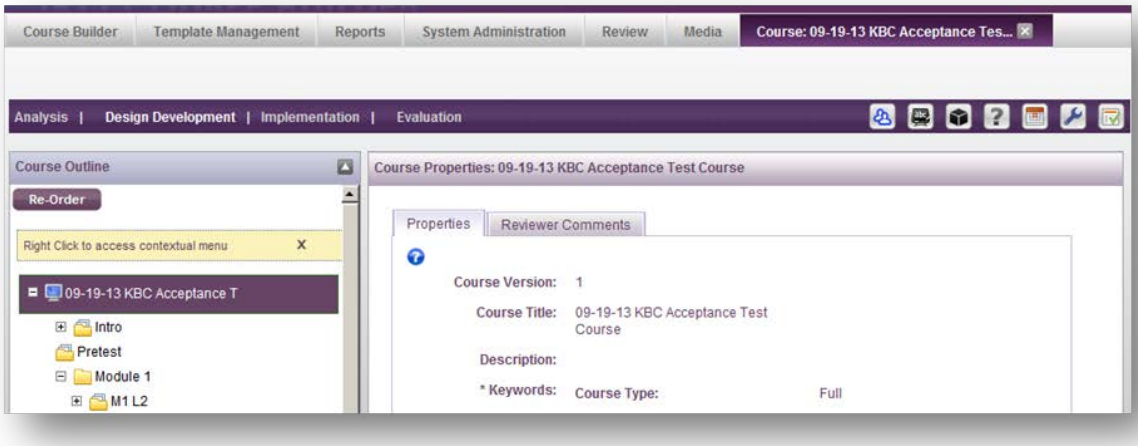
6. Click **Yes** to delete the question or **Cancel** to return to the question workspace.

8.4.11 Edit an Existing Question in an ELO

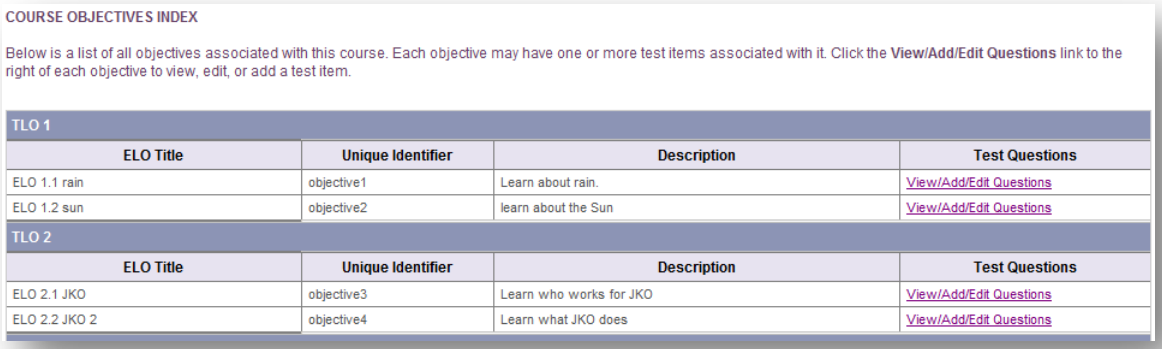
You can edit an existing question in an ELO.

Use the following steps to edit an existing question:

1. On the Course Builder Tab, under the **Courses I Build gadget**, locate and click the course for which you wish to edit a question. The *Course* workspace appears.



2. In the *Course* workspace tab, click the **Test Bank** icon ( ) in the top right section of the tab header. The *Course Objectives Index* workspace displays.



COURSE OBJECTIVES INDEX

Below is a list of all objectives associated with this course. Each objective may have one or more test items associated with it. Click the **View/Add/Edit Questions** link to the right of each objective to view, edit, or add a test item.

TLO 1

ELO Title	Unique Identifier	Description	Test Questions
ELO 1.1 rain	objective1	Learn about rain.	View/Add/Edit Questions
ELO 1.2 sun	objective2	learn about the Sun	View/Add/Edit Questions

TLO 2

ELO Title	Unique Identifier	Description	Test Questions
ELO 2.1 JKO	objective3	Learn who works for JKO	View/Add/Edit Questions
ELO 2.2 JKO 2	objective4	Learn what JKO does	View/Add/Edit Questions

3. Select the **View/Add/Edit Questions** link to the right of the ELO which contains the question you wish to edit. A *Question* workspace appears with the question properties.

4. Make your edits to the question and click **Save** if you wish to save the edits to the question. Click **Discard Changes** if you decide you do not want to save the edits to the question.

9. Media Tab

The Media Tab allows the person responsible for media elements to manage media elements for a course.

9.1 My Media Gadget

Content Developers are responsible for determining what assets are needed to support their instructional approach within a course. The information detailed in the media requests displayed in the **My Media gadget** was entered by the Content Developer(s) through the **Courses I Build gadget**. When a Content Developer creates a course in JKO Course Builder, they can upload any media files that they have access to, or they can enter a description of the media file as a media request. The types of media files that a Content Developer can request in JKO Course Builder include the following:

- Graphic images
- Audio files, narrations
- Videos
- Flash animations

The **My Media gadget** is accessible on the Media Tab if the user has the Media Developer role at the system level. This gadget includes all of the functionality that is required for a Media Developer to review asset requests and to upload and manage the assets for a course.

The following table lists the icons used within this gadget.

Table 5: My Media Icons

ICON	FUNCTION / DEFINITION
	Media Request Checklist – This icon takes you to the Media Assets Checklist for this course.
	Storyboards – This icon allows you to access the course storyboards.
	Course Team – This icon displays the team members assigned to this course.
	PDF – This icon converts a report to a PDF file.

9.1.1 My Media Tabs

The **My Media gadget** uses the same organizational structure as the **Courses I Manage** and **Courses I Build gadgets**, with one exception—inactive courses are not accessible in the **My Media gadget**. The **My Media gadget** includes the following three tabs:

- **Current/Active –** This tab includes courses that are currently being built, to include both new courses and new versions of existing courses.

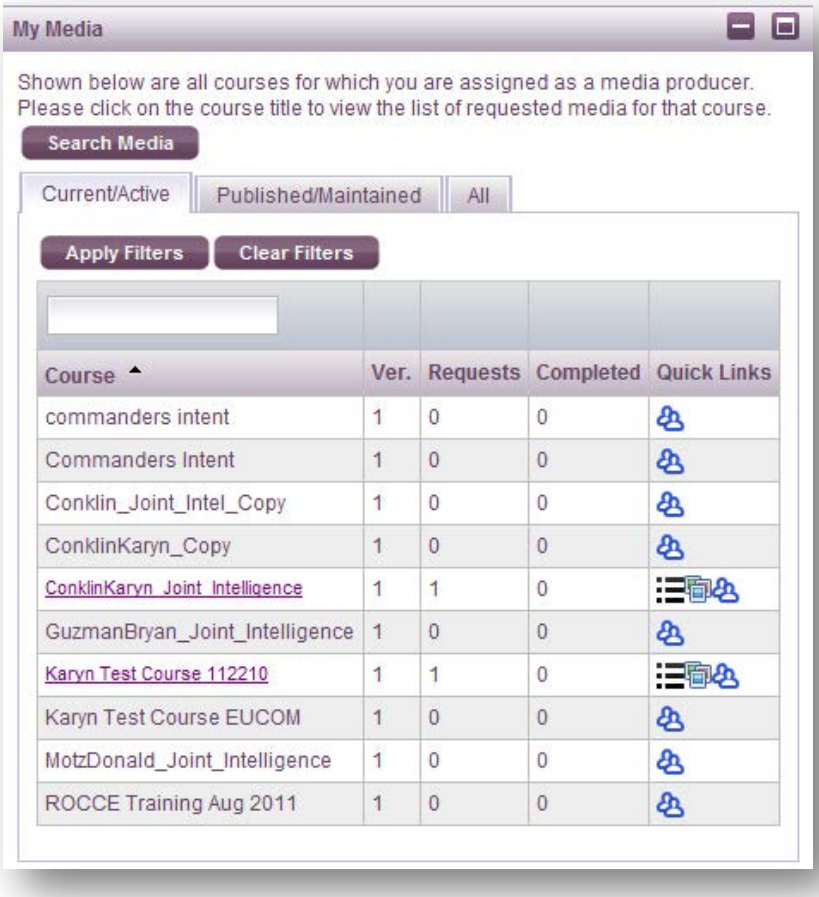
- **Published/Maintained** – This tab includes courses which have been published as final, but require maintenance or editing.
- **All** – This tab includes all courses on the **Current/Active** and **Published/Maintained** tabs.

Each tab contains the following information:

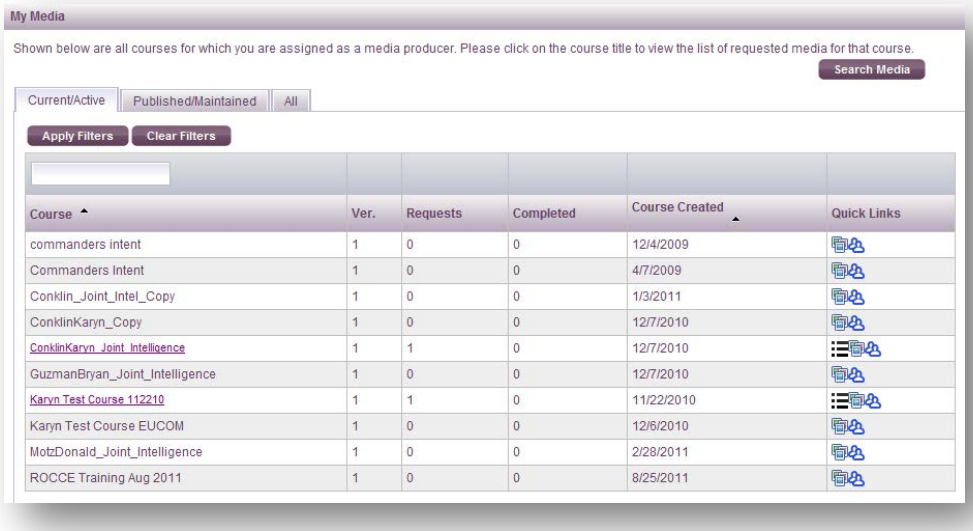
- **Course** – The title of the course, which is also a link to open the media requests page for the course.
- **Version** – The version number of the course.
- **Requested** – The number of media requests currently entered for the course. Media requests are entered by Content Developers using the Media Request panel in the **Courses I Build gadget**.
- **Completed** – The number of media requests which have been completed for the course. The Media Developer can indicate that the media is finalized or complete when the assets are uploaded.
- **Course Created*** – The date on which this version of the course was created.
- **Quick Links** – Icons that enable you to go directly the indicated function or option. The following **Quick Links** are available in this gadget:
  - **Checklist** – View or print a media checklist for this course.
  - **Storyboard** – View or print a storyboard for this course.
  - **Course Team** – Link to view a list of assigned team members for this course.

* Item available only on the maximized gadget view.

Minimized View


My Media
Shown below are all courses for which you are assigned as a media producer.
Please click on the course title to view the list of requested media for that course.
Search Media
Current/Active
Published/Maintained
All
Apply Filters
Clear Filters
Course
Ver.
Requests
Completed
Quick Links
commanders intent 1 0 0
Commanders Intent 1 0 0
Conklin_Joint_Intel_Copy 1 0 0
ConklinKaryn_Copy 1 0 0
ConklinKaryn_Joint_Intelligence 1 1 0
GuzmanBryan_Joint_Intelligence 1 0 0
Karyn Test Course 112210 1 1 0
Karyn Test Course EUCOM 1 0 0
MotzDonald_Joint_Intelligence 1 0 0
ROCCE Training Aug 2011 1 0 0

Maximized View


My Media
Shown below are all courses for which you are assigned as a media producer. Please click on the course title to view the list of requested media for that course.
Search Media
Current/Active
Published/Maintained
All
Apply Filters
Clear Filters
Course
Ver.
Requests
Completed
Course Created
Quick Links
commanders intent 1 0 0 12/4/2009
Commanders Intent 1 0 0 4/7/2009
Conklin_Joint_Intel_Copy 1 0 0 1/3/2011
ConklinKaryn_Copy 1 0 0 12/7/2010
ConklinKaryn_Joint_Intelligence 1 1 0 12/7/2010
GuzmanBryan_Joint_Intelligence 1 0 0 12/7/2010
Karyn Test Course 112210 1 1 0 11/22/2010
Karyn Test Course EUCOM 1 0 0 12/6/2010
MotzDonald_Joint_Intelligence 1 0 0 2/28/2011
ROCCE Training Aug 2011 1 0 0 8/25/2011

9.1.2 My Media Roles

The **My Media gadget** is accessible for the following JKO Course Builder roles:

JKO COURSE BUILDER ROLE	GADGET ACCESS
COURSE OWNER	
CONTENT DEVELOPER	
MEDIA DEVELOPER	✓
TEMPLATE DEVELOPER	
LEAD REVIEWER	
REVIEWER	
LCMS TECHNICIAN	✓
LCMS ADMINISTRATOR	✓

9.1.3 My Media Tasks

The following tasks are available to users who have access to the **My Media gadget**:

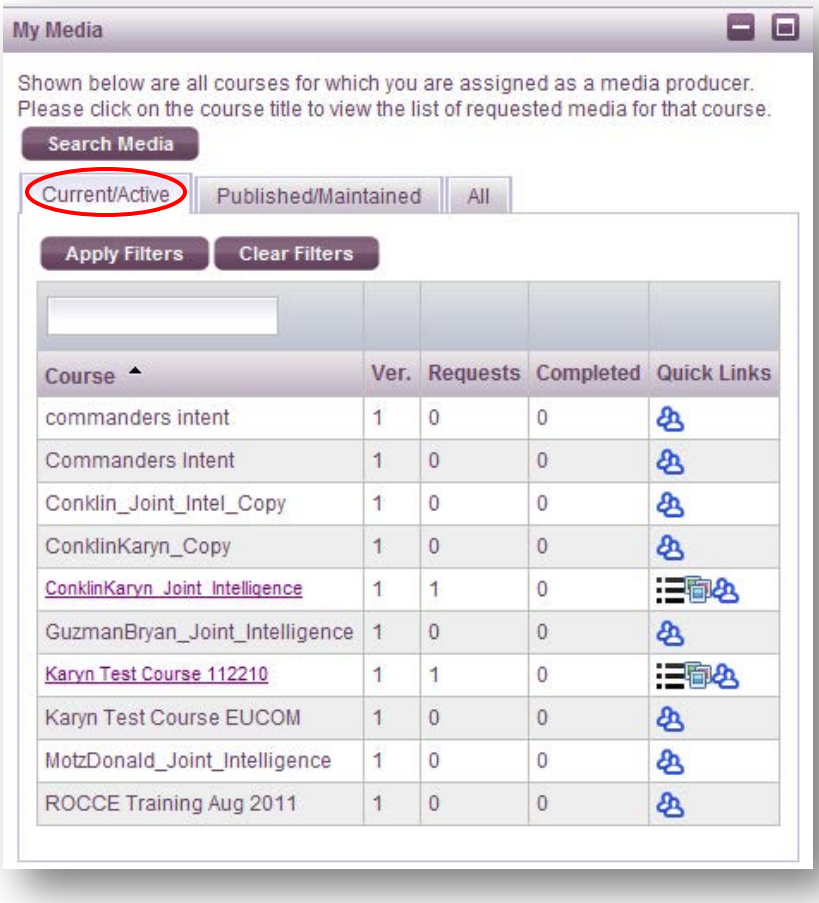
- View Current or Active Courses to which I am Assigned
- View Published or Maintained Courses to which I am Assigned
- View All Courses to which I am Assigned
- View Team Members Assigned to this Course
- View Media Requests for a Course
- Display Media Requests for a Course, Directory, Item, or Page
- Display Media Requests for a Course by Asset Type
- Display Media Requests for a Course by Status
- View or Print Media Checklist for a Course
- Download Sample Files for Media Assets
- View or Print Storyboards for a Course
- Upload Graphic Image File through My Media
- Upload Audio File through My Media
- Upload Video File through My Media
- Upload Flash File through My Media
- Search for Media Assets

9.1.3.1 View Current or Active Courses to which I am Assigned

Users assigned to the Media Developer role can access courses to which they are assigned as a Media Developer in the **My Media gadget**. Courses are available in the **Current/Active** tab once they have been created, or if a new version has been created, and the course has not been published as final, or locked or deactivated by the Course Owner.

Use the following steps to view current or active courses to which you are assigned:

1. On the Media Tab, under the **My Media gadget**, click the **Current/Active** tab. A list of all current courses displays. Only current courses in which the user has been assigned the role of Media Developer will be displayed.


My Media
Shown below are all courses for which you are assigned as a media producer.
Please click on the course title to view the list of requested media for that course.
Search Media
Current/Active
Published/Maintained
All
Apply Filters
Clear Filters
Course
Ver.
Requests
Completed
Quick Links
commanders intent 1 0 0
Commanders Intent 1 0 0
Conklin_Joint_Intel_Copy 1 0 0
ConklinKaryn_Copy 1 0 0
ConklinKaryn_Joint_Intelligence 1 1 0
GuzmanBryan_Joint_Intelligence 1 0 0
Karyn Test Course 112210 1 1 0
Karyn Test Course EUCOM 1 0 0
MotzDonald_Joint_Intelligence 1 0 0
ROCCE Training Aug 2011 1 0 0

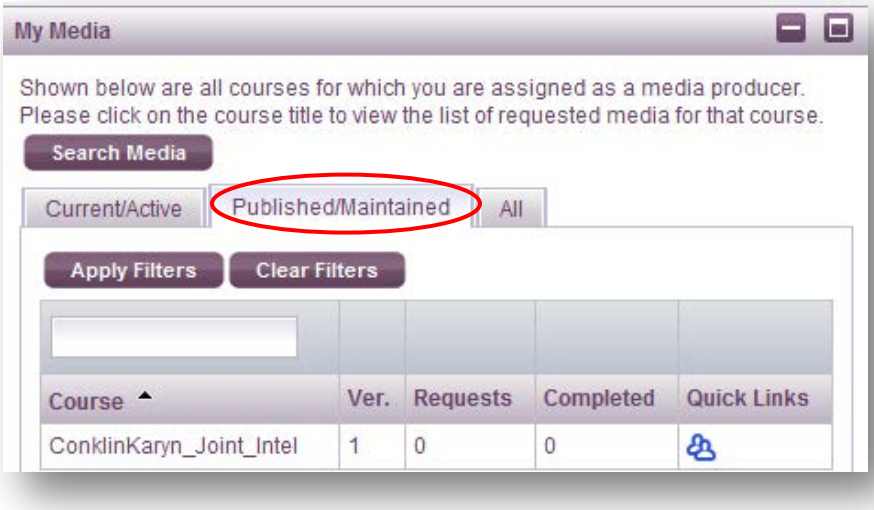
2. *Optional.* Use the filtering options to limit the list to specific course-by-course name.

9.1.3.2 View Published or Maintained Courses to which I am Assigned

Users assigned to the Media Developer role can access courses to which they are assigned as a Media Developer in the **My Media gadget**. Courses are available in the **Published/Maintained** tab once the course has been published as final by the Course Owner. Published courses can be edited for minor changes, including uploading revised media files, after they have been published, without creating a new version.

Use the following steps to view published or maintained courses to which you are assigned:

1. On the Media Tab, under the **My Media gadget**, click the **Published/Maintained** tab. A list of all current courses displays. Only courses in which the user has been assigned the role of Media Developer will be displayed.

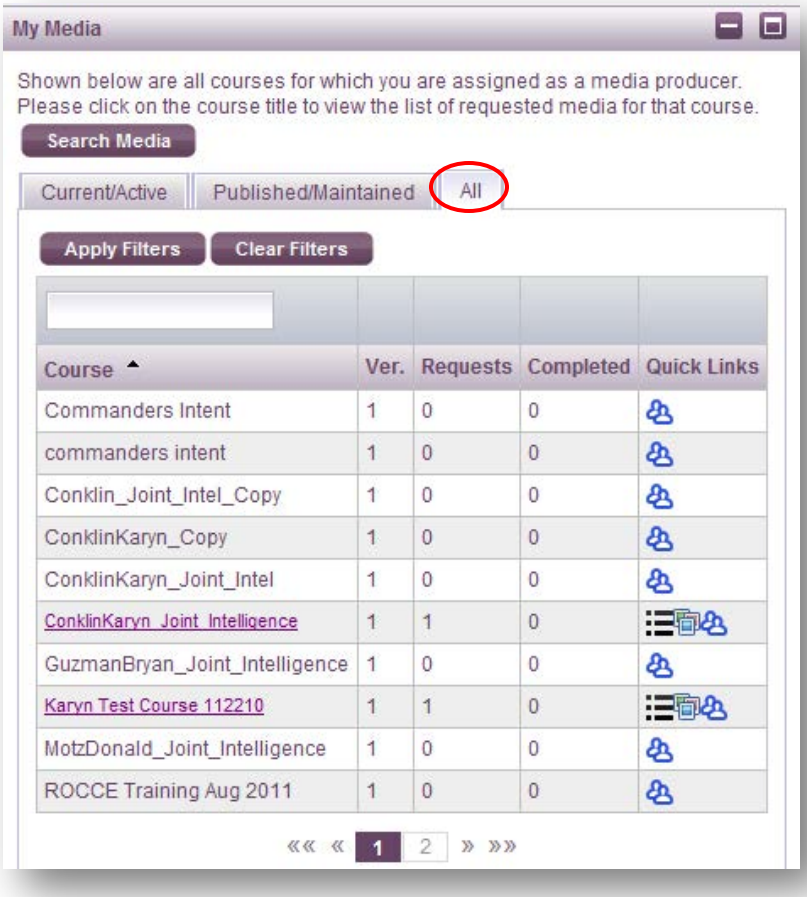


2. *Optional.* Use the filtering options to limit the list to specific course-by-course name.

9.1.3.3 View All Courses to which I am Assigned

Use the following steps to view all courses to which you are assigned as Media Developer:

1. On the Media Tab, under the **My Media gadget**, click the **All** tab. Both current/active and published/maintained courses to which the user has been assigned the role of Media Developer display.



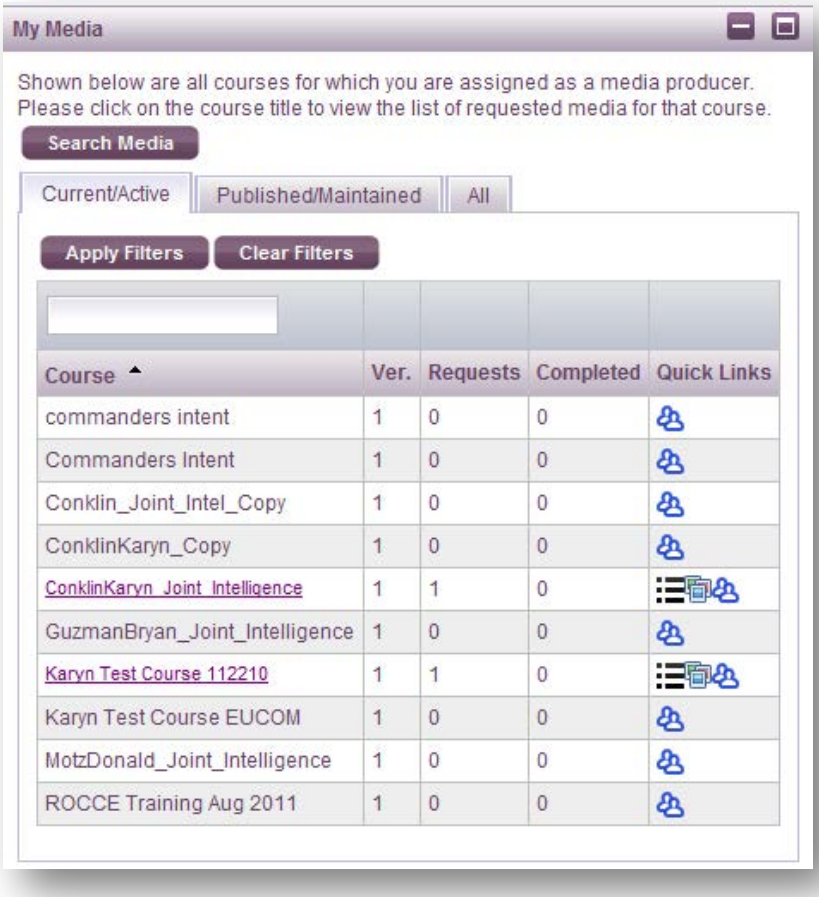
2. *Optional.* Use the filtering options to limit the list to specific course-by-course name.

9.1.3.4 View Team Members Assigned to this Course

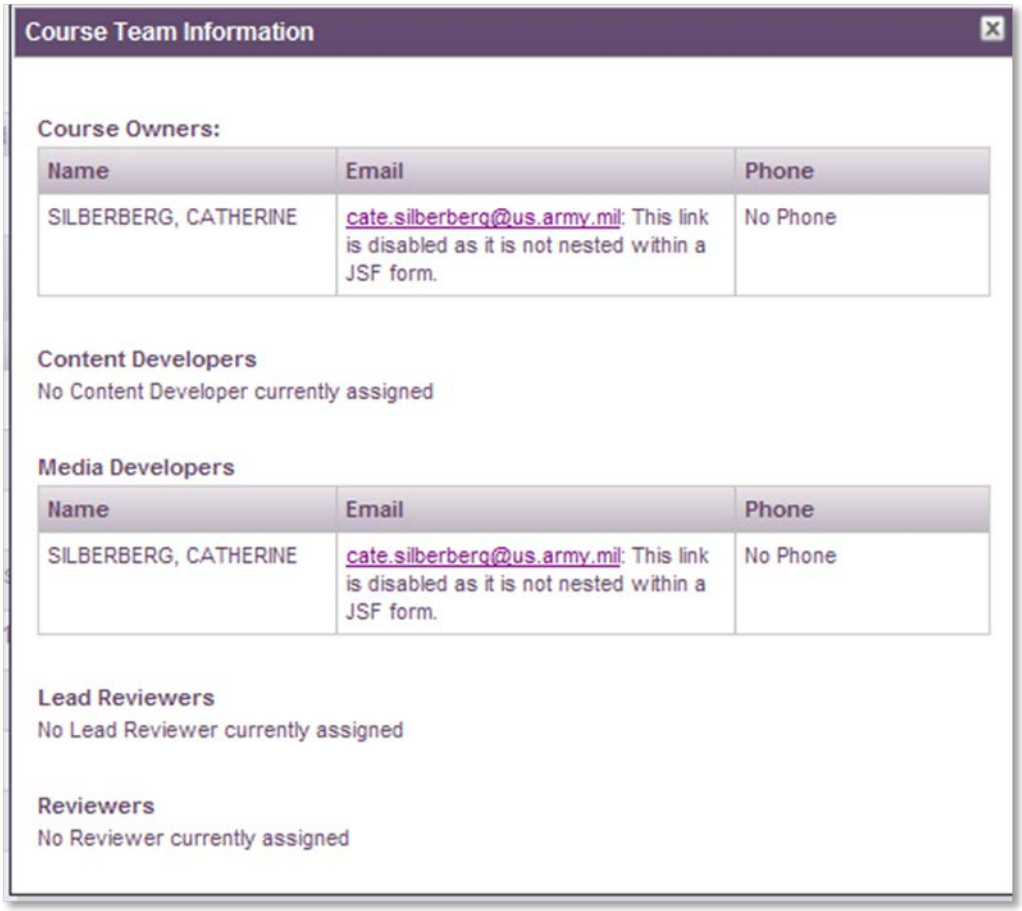
The Media Developer can view the list of team members also assigned to this course.

Use the following steps to view the team members:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.


My Media
Shown below are all courses for which you are assigned as a media producer.
Please click on the course title to view the list of requested media for that course.
Search Media
Current/Active
Published/Maintained
All
Apply Filters
Clear Filters
Course
Ver.
Requests
Completed
Quick Links
commanders intent 1 0 0
Commanders Intent 1 0 0
Conklin_Joint_Intel_Copy 1 0 0
ConklinKaryn_Copy 1 0 0
ConklinKaryn_Joint_Intelligence 1 1 0
GuzmanBryan_Joint_Intelligence 1 0 0
Karyn Test Course 112210 1 1 0
Karyn Test Course EUCOM 1 0 0
MotzDonald_Joint_Intelligence 1 0 0
ROCCE Training Aug 2011 1 0 0

2. Click the **Team** icon ( ) for the appropriate course. A window opens listing the course team members and contact information.



3. Click the **X** icon in the upper right to return to the **My Media gadget**.

9.1.3.5 View Media Requests for a Course

Use the following steps to view a list of the media assets requested for a course:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.

2. Locate the course for which you wish to display media requests and click the course title. The *Media Requests* window opens.

All of the media files which have been requested for this course by the Content Developers in the **Courses I Build gadget** will be listed in this window. The information available includes:

- The course tree, displayed in the left panel

- The page title
- The asset reference number assigned to the asset; the asset number is also a link to view asset request information or to upload files
- The type of asset requested (graphic, audio, video, or Flash)
- The status of the request (requested or completed)
- The due date for asset development (if entered by the Content Developer)

3. *Optional.* The media requests can be filtered and/or sorted by asset number, type, or status.

9.1.3.6 Display Media Requests for a Course by Asset Type

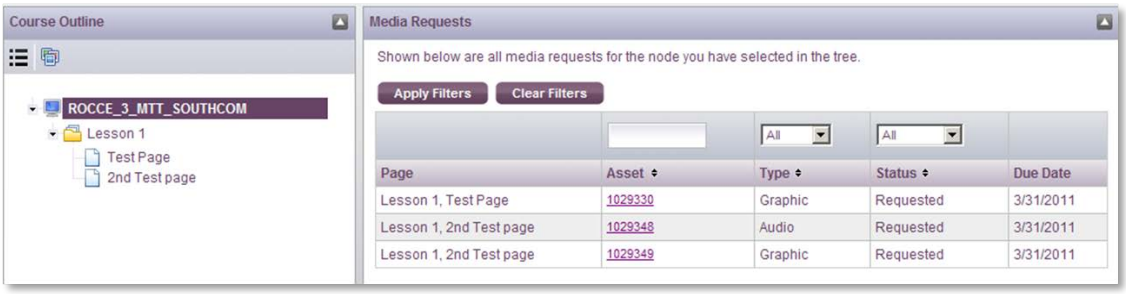
Use the following steps to display only a particular type of media request:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.

2. Locate the course for which you wish to display media requests and click the course title. The *Media Requests* window opens, displaying all media requests for the course.

3. In the **Type** column dropdown list, select the asset type you wish to view. The asset types include graphic, audio, video, and Flash.

4. The Media Requests table will update to display only the assets for that type which have been requested for this course.



9.1.3.7 Display Media Requests for a Course by Status

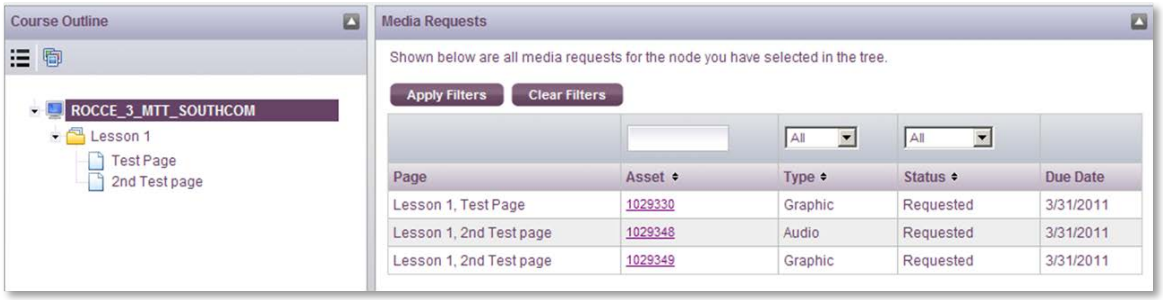
Use the following steps to display only a particular type of media request:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.

2. Locate the course for which you wish to display media requests and click the course title. The *Media Requests* window opens, displaying all media requests for the course.

3. In the **Status** column dropdown list, select the status you wish to view. The options include Requested and Completed.

4. The Media Requests table will update to display only the assets with the selected status that have been requested for this course.



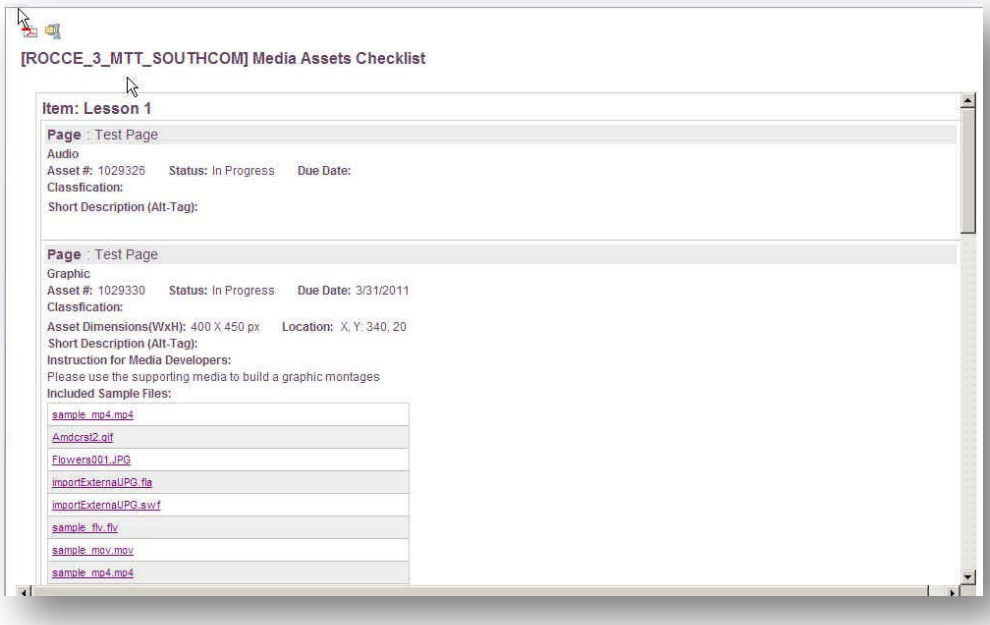
Note: When a Content Developer enters information into the Media Request section for a page in the **Courses I Build gadget**, an asset request is created with the status of Requested. When the asset file is uploaded, the Content Developer or Media Developer can indicate that the media is finalized. When the Media Finalized option is checked for an asset request, the status is changed to Completed. Updated files can be uploaded for completed assets.

9.1.3.8 View or Print Media Checklist for a Course

A Media Checklist is a report (online or printed) that lists all of the information required to create the assets needed for the course. It includes the asset dimensions, descriptions, numbers, and any sample files uploaded by the Content Developer. The checklist can be generated for all asset types, or specific file types can be selected.

Use the following steps to generate a Media Checklist for a course:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.
2. Locate the course for which you wish to run a Media Checklist and click the **Checklist** icon ( ). The *Media Requests Checklist* report displays.



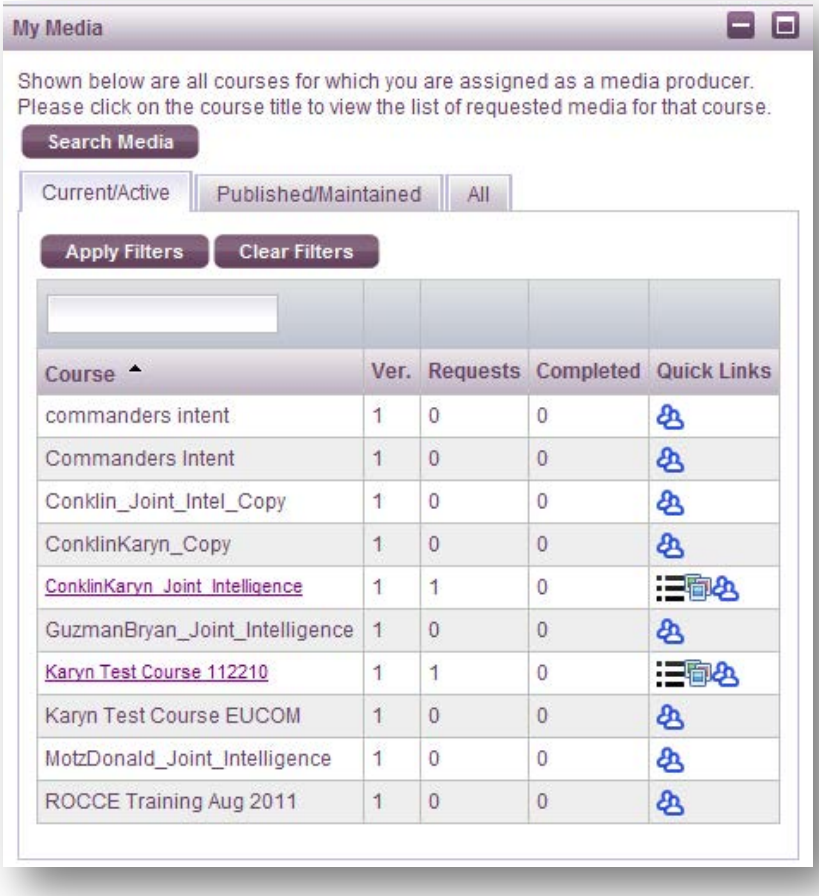
The report lists all of the media types selected for this course and includes all of the asset details.

9.1.3.9 View or Print Storyboards for a Course

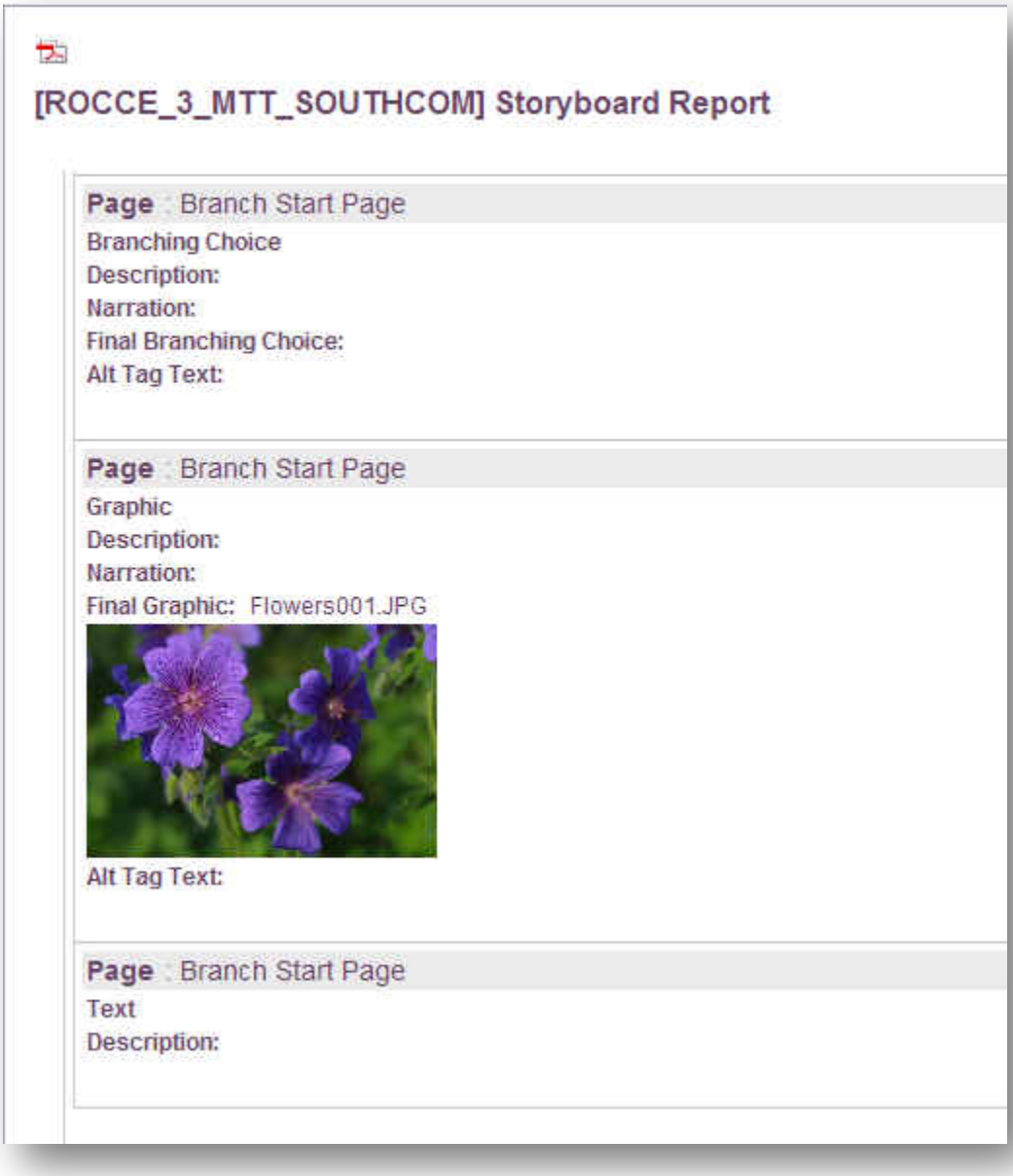
Storyboards are printable documents that detail the intended design for the course. A storyboard will allow you to present, or to track, the information entered in JKO Course Builder without having to open and preview each page.

Use the following steps to generate a storyboard from the My Media gadget:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.


My Media
Shown below are all courses for which you are assigned as a media producer.
Please click on the course title to view the list of requested media for that course.
Search Media
Current/Active
Published/Maintained
All
Apply Filters
Clear Filters
Course
Ver.
Requests
Completed
Quick Links
commanders intent 1 0 0
Commanders Intent 1 0 0
Conklin_Joint_Intel_Copy 1 0 0
ConklinKaryn_Copy 1 0 0
ConklinKaryn_Joint_Intelligence 1 1 0
GuzmanBryan_Joint_Intelligence 1 0 0
Karyn Test Course 112210 1 1 0
Karyn Test Course EUCOM 1 0 0
MotzDonald_Joint_Intelligence 1 0 0
ROCCE Training Aug 2011 1 0 0

2. Click the **Storyboard** icon ( ) for the course for which you wish to view or print storyboards. The storyboard document will display.



The storyboard document will display all of the items in the course in order. Within each item, each page will be displayed with the descriptive information from each of the assets on the page.

3. *Optional.* Click the ( ) icon at the top to save the data as a PDF file. A system download window will open requiring you to identify the name and location for the file.

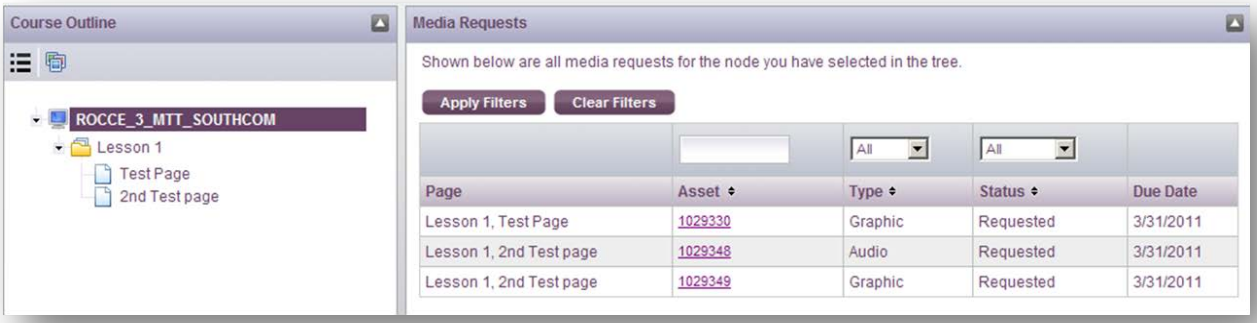
9.1.3.10 Upload Graphic Image File through My Media

When a requested graphic is complete, the file can be uploaded using the **My Media gadget**.

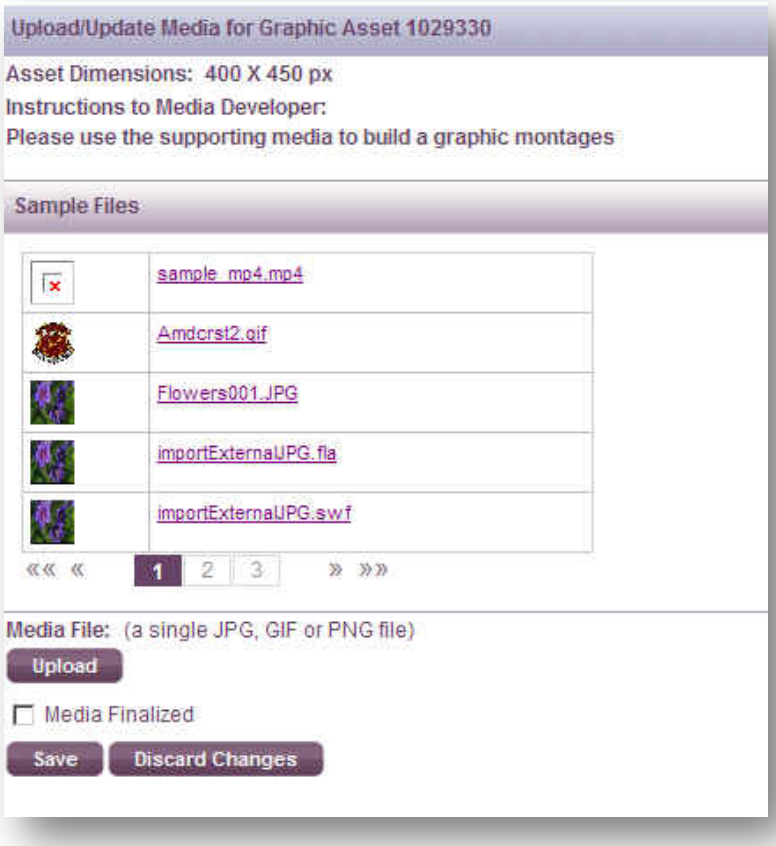
Use the following steps to upload a graphic file:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.

2. Locate the course for which you wish to upload a graphic file and click the course title. The *Media Requests* window opens.



3. Locate the asset you wish to upload and click the asset number link. The *Upload/Update Media* window opens.



The *Upload/Update Media* window includes the following information:

- Asset dimensions
- Instructions from the Content Developer to the Media Developer
- Any sample files that were uploaded to aid in development

4. Click **Upload**. A standard file upload window for your system will open.
5. Locate and select the file to be uploaded for this request and click **OK**.

   Note: Only compatible JKO Course Builder graphic files can be uploaded. These include files with the following extensions: JPG, JPEG, GIF, and PNG.

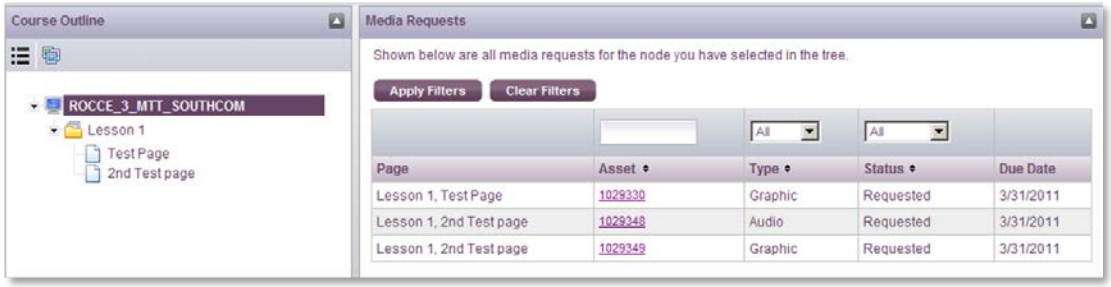
6. Check the **Media Finalized** box to change the status for this request from Requested to Completed.
7. Click **OK** to save the uploaded file and status.

9.1.3.11 Upload Audio File through My Media

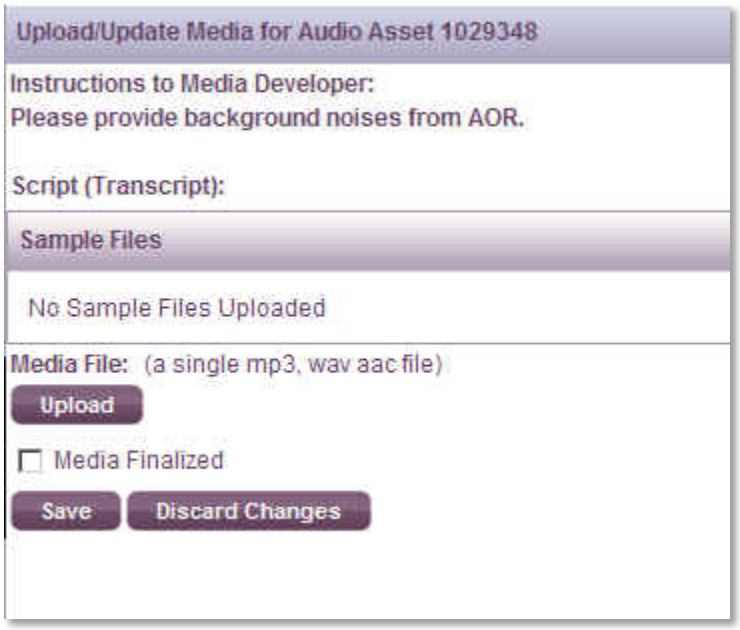
When a requested audio file is complete, the file can be uploaded using the **My Media gadget**.

Use the following steps to upload an audio file:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.
2. Locate the course for which you wish to upload an audio file and click the course title. The *Media Requests* window opens.



3. Locate the asset you wish to upload and click the asset number link. The *Upload/Update Audio* window opens.



The *Upload/Update Media* window may include the following information:

- Instructions from the Content Developer to the Media Developer
- The audio script
- Any sample files that were uploaded to aid in development

4. Click **Upload**. A standard file upload window for your system will open.
5. Locate and select the file to be uploaded for this request and click **OK**.

   Note: Only compatible JKO Course Builder audio files can be uploaded. This includes only files with the MP3 extension.

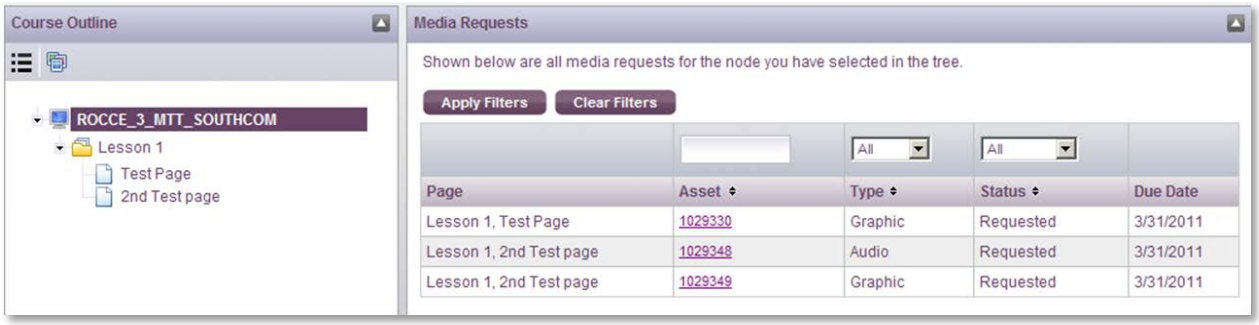
6. Check the **Media Finalized** box to change the status for this request from Requested to Completed.
7. Click **OK** to save the uploaded file and status.

9.1.3.12 Upload Video File through My Media

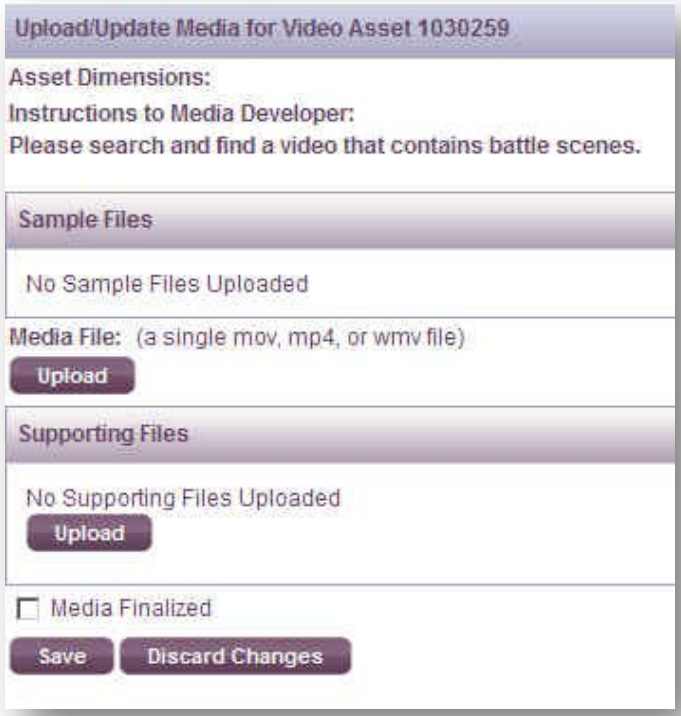
When a requested video is complete, the file can be uploaded using the **My Media gadget**.

Use the following steps to upload a video file:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.
2. Locate the course for which you wish to upload a video file and click the course title. The *Media Requests* window opens.



3. Locate the asset you wish to upload and click the asset number link. The *Upload/Update Media* window opens.



The *Upload/Update Media* window may include the following information:

- Asset dimensions
- Instructions from the Content Developer to the Media Developer
- Any sample files that were uploaded to aid in development

4. Click **Upload**. A standard file upload window for your system will open.

5. Locate and select the file to be uploaded for this request and click **OK**.

   Note: Only compatible JKO Course Builder video files can be uploaded. These include files with the following extensions: MOV, MP4, or WMV. The WMV file type is recommended since the Windows Media Player is usually a standard program on PCs.

6. Check the **Media Finalized** box to change the status for this request from Requested to Completed.

7. Click **OK** to save the uploaded file and status.

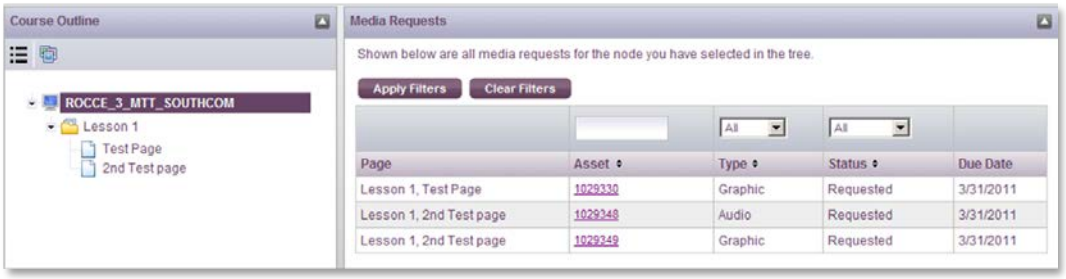
9.1.3.13 Upload Flash File through My Media

When a requested Flash animation is complete, the SWF file can be uploaded using the **My Media gadget**.

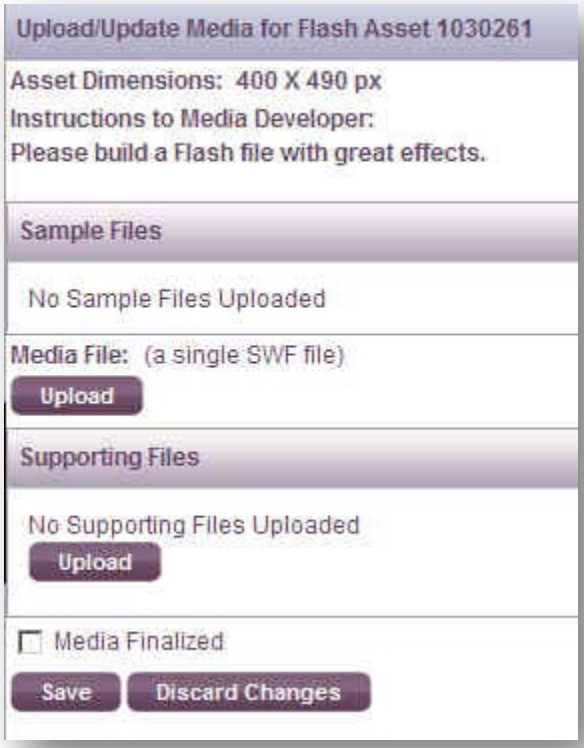
Use the following steps to upload a flash file:

1. On the Media Tab, under the **My Media gadget**, click the tab that corresponds with the status of the course. A list of the courses to which you are assigned displays.

2. Locate the course for which you wish to upload a Flash file and click the course title. The *Media Requests* window opens.



3. Locate the asset you wish to upload and click the asset number link. The *Upload/Update Media* window opens.



The *Upload/Update Media* window may include the following information:

- Asset dimensions
- Instructions from the Content Developer to the Media Developer
- Any sample files that were uploaded to aid in development

4. Click **Upload**. A standard file upload window for your system will open.
5. Locate and select the file to be uploaded for this request and click **OK**.

   Note: Only Flash animation files, indicated by an extension of SWF, can be uploaded.

10. Review Tab

Course review functions are executed through the *Review* Tab. This section outlines tasks that can be completed from this tab.

10.1 For My Review Gadget

The **For My Review gadget** is accessible on the Review Tab if the user has one of the following roles: Course Owner, Content Developer, Media Developer, Lead Reviewer or Reviewer. This gadget includes the functionality required to perform course review functions for courses developed with the JKO Course Builder application. The **For My Review gadget** includes access to the course and instructions for the Reviewer.

When the Course Owner is ready for a review, s/he sets up a review period and identifies the Reviewer(s) in the **Courses I Manage gadget**. When the review period is created, the Reviewer(s) receives notification that a course is ready for review.

The following table lists the icons used within this gadget.

Table 6: User Interface Templates Icons

ICON	FUNCTION / DEFINITION
	Comment Matrix – this link takes you to a summarized list of all comments made for each of the course elements listed in the Content Tree.
	Team – this icon takes you directly to the team workspace to view the list of team members assigned to this course.
	Contextual Help - this icon opens a modal window that provides contextual help.
	Comment Details – this icon allows you to view comment details and change the status of comments to continue the review process.
	Course – this icon indicates that the node is the root course directory.
	Directory – this icon indicates that the node is a directory.
	Item – this icon indicates that the node is an item.
	Page – this icon indicates that the node is a page.
	Assessment Page – this icon indicates that the node is an assessment page.

10.1.1 For My Review Gadget Overview

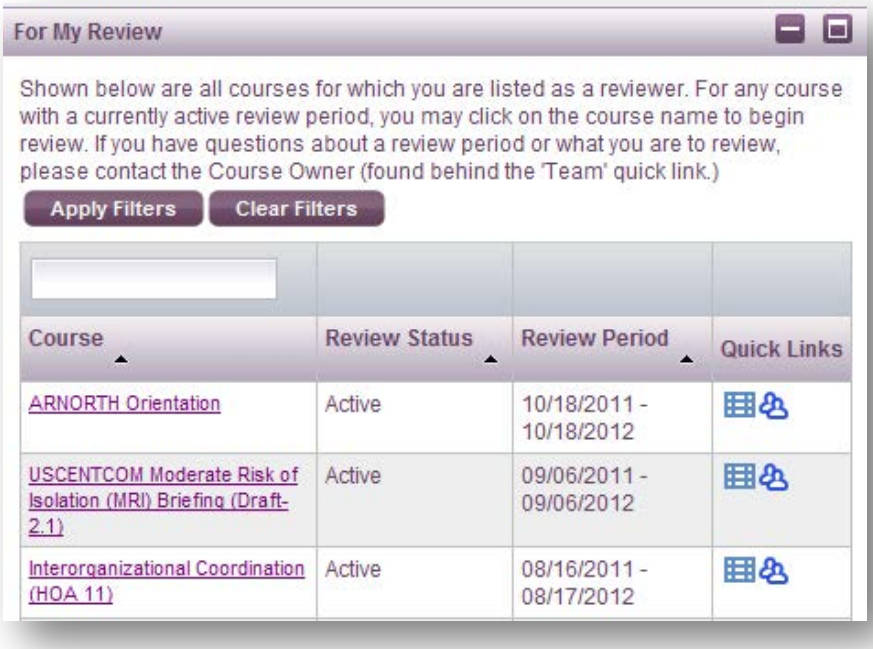
The **For My Review gadget** provides reviewers with the list of courses for which they have been assigned to a review period for the course. The **For My Review gadget** contains the functionality Reviewers need to complete their review of a course and provides Course Owners, Content Developers, and Media Developers functionality for viewing and responding to comments that have been made by the Reviewers.

Note: For Reviewers and Lead Reviewers, the **For My Review gadget** displays only the courses to which you are assigned the Reviewer role by the Course Owner. For Course Owners, Content Developers, and Media Developers, the **For My Review gadget** displays courses which you are assigned the Course Owner, Content Developer, or Media Developer role in addition to any courses for which you are assigned the Reviewer role.

The **For My Review gadget** includes the following features:

- **Apply Filters –** You can search or filter the list of courses by entering any portion of the course title.
- **Clear Filters –** Restores the list as it was before any filters were applied.
- **Course** – The list of course titles can be ordered alphabetically or in reverse by clicking the Sort button.
- **Ver** – Indicates the available versions of the course(s).
- **Review Status** – Indicates status of the course. Inactive status means the review period has ended or not yet started. The list of course titles can be sorted by active or inactive status by clicking the Sort button.
- **Review Period** – Indicates the allowable period of review and can be used to assist in prioritizing courses for review. The list of review periods can be ordered chronologically or in reverse by clicking the Sort button.
- **Review Instructions** – Includes the instructions from the Course Owner to the Reviewer.
- **Quick Links:**
    - **Comment Matrix icon**- Takes you directly to the *Comment Matrix* window. The *Comment Matrix* contains all the review comments for the course.
    - **Team icon**– Displays the *Course Team Information* popup identifying all of the team members assigned to the course, including their role and contact information. The *Course Team Information* is generated from information input by the Course Owner in the **Courses I Manage gadget**.

Minimized View


For My Review
Shown below are all courses for which you are listed as a reviewer. For any course with a currently active review period, you may click on the course name to begin review. If you have questions about a review period or what you are to review, please contact the Course Owner (found behind the 'Team' quick link.)
Apply Filters
Clear Filters
Course
Review Status
Review Period
Quick Links
ARNORTH Orientation
Active
10/18/2011 - 10/18/2012
USCENTCOM Moderate Risk of Isolation (MRI) Briefing (Draft-2.1)
Active
09/06/2011 - 09/06/2012
Interorganizational Coordination (HOA 11)
Active
08/16/2011 - 08/17/2012

Maximized View

For My Review
Shown below are all courses for which you are listed as a reviewer. For any course with a currently active review period, you may click on the course name to begin review. If you have questions about a review period or what you are to review, please contact the Course Owner (found behind the 'Team' quick link.)
Apply Filters
Clear Filters
Courses Per Page: 10
Course
Ver
Review Status
Review Period
Reviewer Instructions
Quick Links
ARNORTH Orientation 1 Active 10/18/2011 - 10/18/2012 test
USCENTCOM Moderate Risk of Isolation (MRI) Briefing (Draft-2.1) 1 Active 09/06/2011 - 09/06/2012 test
Interorganizational Coordination (HOA 11) 1 Active 08/16/2011 - 08/17/2012 Initial Review
Personnel Support to Operations (RCS 11) 1 Active 11/30/2011 - 11/29/2012 Initial Review

10.1.2 For My Review Roles

The **For My Review gadget** is accessible for the following JKO Course Builder roles:

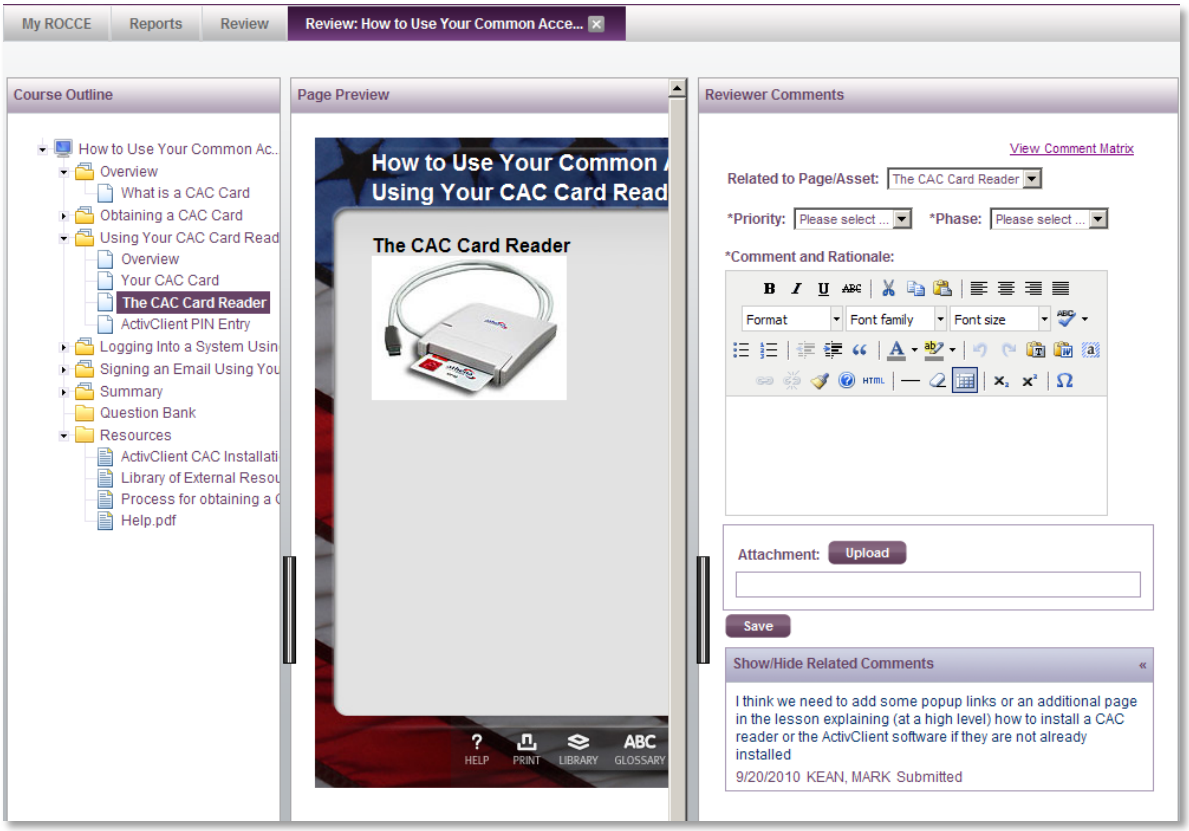
JKO COURSE BUILDER ROLE	GADGET ACCESS
COURSE OWNER	✓
CONTENT DEVELOPER	✓
MEDIA DEVELOPER	✓

JKO COURSE BUILDER ROLE	GADGET ACCESS
TEMPLATE DEVELOPER	
LEAD REVIEWER	✓
REVIEWER	✓
LCMS TECHNICIAN	✓
LCMS ADMINISTRATOR	✓

10.1.3 Review Workspace Overview

When you select a course to review from the **For My Review gadget** the *Review* workspace opens for that course. The *Review* workspace provides the primary navigation for the Reviewer to examine the details of the assigned course and enter review comments for given course.

The *Review* workspace is divided into three panes: the *Course Outline, Preview,* and *Reviewer Comments*. The *Course Outline pane* and the *Reviewer Comments pane* are collapsible so as to expand the view of the *Preview pane*.



10.1.3.1 Course Outline Pane

You use the *Course Outline* to navigate the course and review each element of the course. It is a hierarchical listing of all the elements of the course including the course properties, resources, question pool, and the course content by item and page.

10.1.3.2 Preview Pane

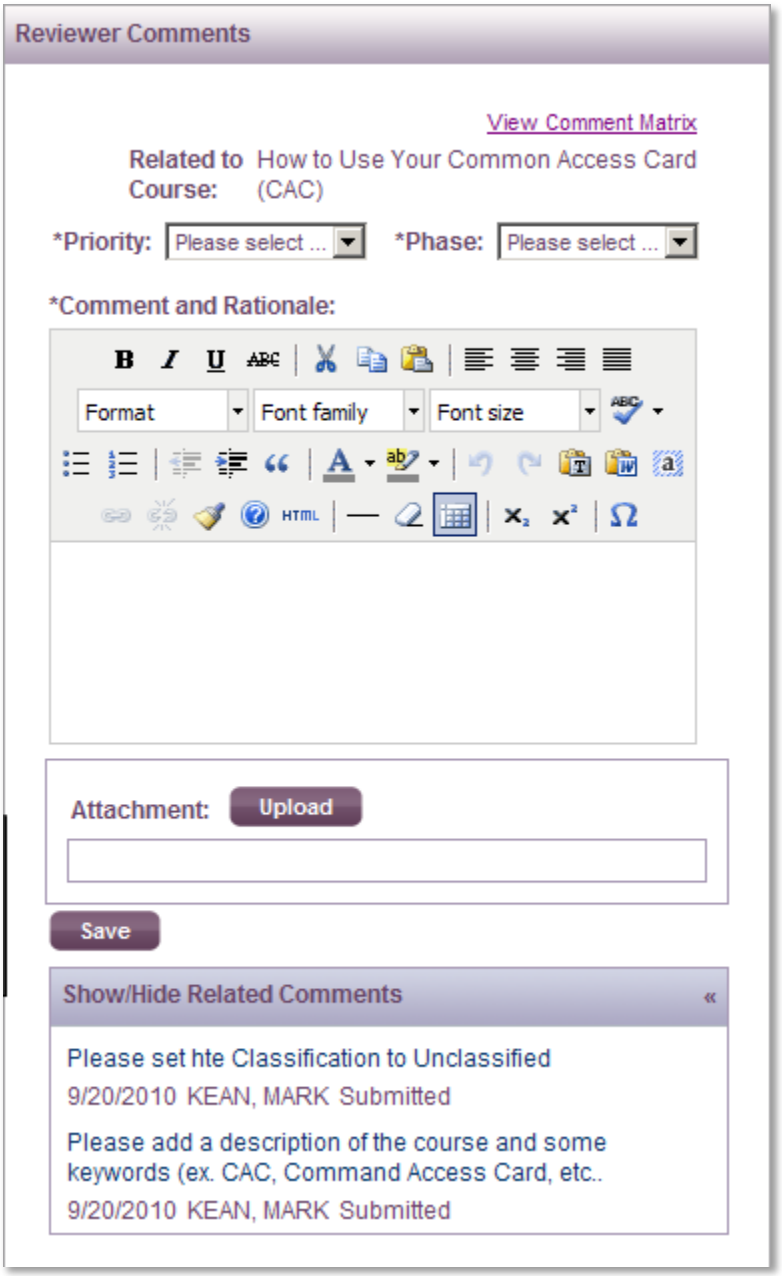
The *Preview* displays the course information relevant to the selected element in the *Course Outline*. Course content is displayed as it appears to the learner.

10.1.3.3 Reviewer Comments Pane

Reviewer Comments are entered here by the Reviewer. The features of the *Reviewer Comments pane* are dependent on the element selected in the *Course Outline*, e.g., if a *content page* is selected, the *Related To* dropdown includes the page assets such as graphics, audio, or text, etc.

The features of the *Reviewer Comments* pane include:

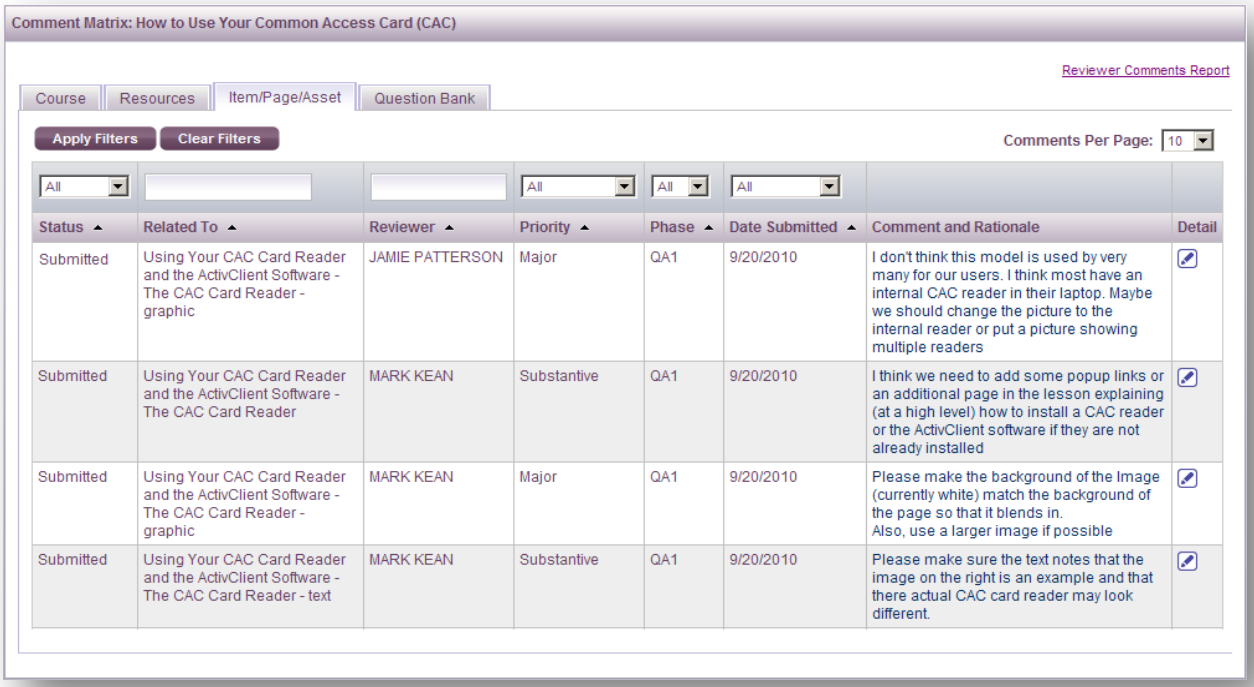
- **View Comment Matrix** – Clicking the **View Comment Matrix hypertext link** opens the *Comment Matrix*. The *Comment Matrix* provides a summarized list of all comments made for each of the course elements listed in the *Course Outline*.
- **Related To** – A list of standardized comment areas which is variable depending upon the element selected in the *Course Outline*.
- **Priority** – Indicates the priority established by the Reviewer for action on the specified comment. The priority categories are:
    - Critical
    - Major
    - Substantive
    - Administrative
- **Review Phase** – Indicates the phase of review, which include:
    - QA1
    - QA2
    - QA3
    - QA4
- **Comment and Rationale** – The Reviewer's comments are entered into this text field. The text field includes the ability to establish specific text font, size, and style.
- **Attachment (Upload/Update)** – The Reviewer has the option to upload a file containing detailed review comments, references, etc.
- **View/Download** – If an attachment is available, clicking the hypertext link of the file name opens the file immediately below its location in the *Reviewer Comments pane*.
- **Remove** – Clicking the **Remove** icon deletes the attached file.
- **Save** – Clicking **Save** saves the comment to the *Comment Matrix* for action by the appropriate team member.
- **Show/Hide Related Comments** – Provides the Reviewer the option to show or hide comments which appear directly below and are associated with the *Related To* dropdown above.


Reviewer Comments
View Comment Matrix
Related to Course: How to Use Your Common Access Card (CAC)
*Priority: Please select ...
*Phase: Please select ...
*Comment and Rationale:
Format
Font family
Font size
Attachment:
Upload
Save
Show/Hide Related Comments
Please set hte Classification to Unclassified
9/20/2010 KEAN, MARK Submitted
Please add a description of the course and some keywords (ex. CAC, Command Access Card, etc..
9/20/2010 KEAN, MARK Submitted

10.1.4 Comment Matrix Overview

The *Comment Matrix* provides a summarized list of all comments made for each of the course elements listed in the *Course Outline* and is the primary access point for course team members to locate reviewer instructions, comments from other reviewers, actions for resolution, and the status of all comments identified for resolution. The *Comment Matrix* is accessed from the *Review* workspace.

The *Comment Matrix* is organized into four tabs including *Course, Resources, Item/Page/Asset,* and *Question Bank*.

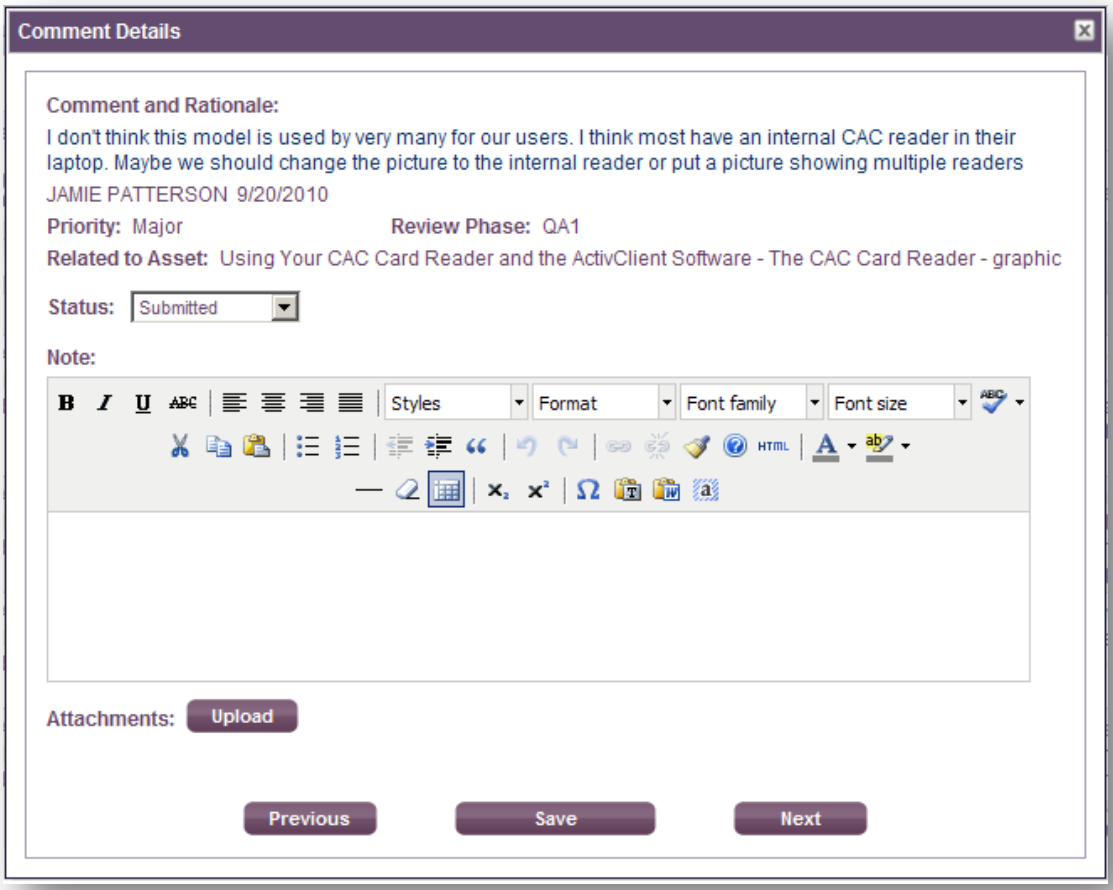

Comment Matrix: How to Use Your Common Access Card (CAC)
Reviewer Comments Report
Course
Resources
Item/Page/Asset
Question Bank
Apply Filters
Clear Filters
Comments Per Page: 10
All
All
All
Status
Related To
Reviewer
Priority
Phase
Date Submitted
Comment and Rationale
Detail
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
JAMIE PATTERSON
Major
QA1
9/20/2010
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader
MARK KEAN
Substantive
QA1
9/20/2010
I think we need to add some popup links or an additional page in the lesson explaining (at a high level) how to install a CAC reader or the ActivClient software if they are not already installed
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
MARK KEAN
Major
QA1
9/20/2010
Please make the background of the Image (currently white) match the background of the page so that it blends in.
Also, use a larger image if possible
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - text
MARK KEAN
Substantive
QA1
9/20/2010
Please make sure the text notes that the image on the right is an example and that there actual CAC card reader may look different.

The *Comment* modal window includes the following features:

- **Comment and Rationale** – Describes the comment and rationale for the issue being commented on. This is the comment entered by a Reviewer in the *Reviewer Comments* pane.
- **Priority** – Indicates the priority established by the Reviewer for action on the specified comment. The priority categories are:
    - Critical
    - Major
    - Substantive
    - Administrative
- **Phase** – Indicates the phase of review, which include:
    - QA1
    - QA2
    - QA3
    - QA4
- **Related To** – Identifies the category of the comment in relationship to the course. By default, this is the object you selected in the *Course Outline* pane. However, for a page, if you want to comment on a specific asset on the page, you can use the dropdown to select the given asset.

- **Status** – Indicates the current status of the comment. It is also used by the team member taking action to indicate the new status of the comment after having acted on it. The status categories include:
    - **Submitted** – Indicates the Reviewer has submitted a comment for resolution. Only a Reviewer can initiate and submit comments.
    - **Approved** – Indicates the Lead Reviewer has approved the comment as valid and it is ready for action by a Content Developer or Media Developer.
    - **Modified** – Indicates the Lead Reviewer has approved the comment as valid but with a noted modification and it is ready for action by a Content Developer or Media Developer.
    - **Rejected** – Indicates the Lead Reviewer has rejected the comment as not valid and no action is required by a Content Developer or Media Developer.
    - **Resolved** – Indicates the Content Developer or Media Developer has taken action on the comment and it is ready for validation by the Lead Reviewer.
    - **Rework** – Indicates the Lead Reviewer has reviewed the solution applied by the Content Developer or Media Developer but has requested modification to the work by the Content Developer or Media Developer.
    - **Closed** - Indicates the Lead Reviewer has approved the solution produced by the Content Developer or Media Developer and the comment is closed.

  The choices available for selection are variable and dependent on the previous status, e.g., if received as *Submitted* the choices available are limited to:
    - Approved
    - Modified
    - Rejected
- **Note** – Describes the response and/or action taken by the team member for the issue being commented on.
- **Attachment (Upload/Update)** – The Reviewer has the option to upload a file containing detailed review comments, standard operating procedures, etc.
- **View/Download** – If an attachment is available, clicking the hypertext link of the file name opens the file immediately below its location in the *Comment* modal window.
- **Remove**– Clicking the **Remove** icon deletes the attached file.
- **Save** – Clicking **Save** saves the comment to the *Comment Matrix* for action by the appropriate team member.
- **Previous** – Clicking **Previous** takes the user to the comment ahead of the current comment viewed in the *Comment* modal window*.*
- **Next** – Clicking **Next** takes the user to the comment next after the current comment viewed in the *Comment* modal window*.*


Comment Details
Comment and Rationale:
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
JAMIE PATTERSON 9/20/2010
Priority: Major
Review Phase: QA1
Related to Asset: Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
Status: Submitted
Note:
Styles
Format
Font family
Font size
Attachments:
Upload
Previous
Save
Next

10.1.5 For My Review - Reviewer Tasks

The following tasks are performed via the **For My Review gadget**:

- Course Reviewers can review and comment on course properties, course content, and resources.
- Course Owners, Course Developers, Media Developers and Lead Reviewers provide feedback regarding resolution, modification, acceptance, or rejection of comments submitted by Reviewers.

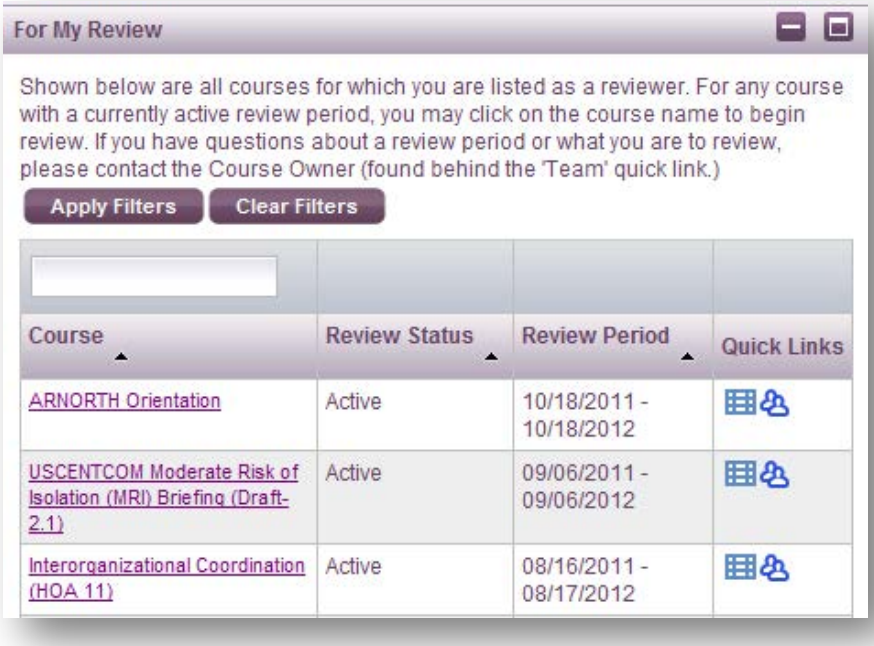
The sub-sections below provide detailed steps for each of the tasks that can be performed by Course Reviewers.

10.1.5.1 View the List of Courses Needing Your Review

A course is available for review if the review period is active and you have been assigned as a Reviewer for that course. You are notified in your JKO Course Builder Inbox gadget (on the Course Builder Tab) of your assignment as a Reviewer.

Use the following steps to view courses which you have been assigned to review:

1. On the Review Tab, under the **For My Review gadget,** a list of all current courses which you are assigned as a Reviewer is displayed.


For My Review
Shown below are all courses for which you are listed as a reviewer. For any course with a currently active review period, you may click on the course name to begin review. If you have questions about a review period or what you are to review, please contact the Course Owner (found behind the 'Team' quick link.)
Apply Filters
Clear Filters
Course
Review Status
Review Period
Quick Links
ARNORTH Orientation
Active
10/18/2011 - 10/18/2012
USCENTCOM Moderate Risk of Isolation (MRI) Briefing (Draft-2.1)
Active
09/06/2011 - 09/06/2012
Interorganizational Coordination (HOA 11)
Active
08/16/2011 - 08/17/2012

Note: If the Review Status is listed as *Inactive*, the review period has either ended or has not yet started. You can only review courses that have an active review period. Titles of Inactive courses are not clickable.

10.1.5.2 Review and Comment on the Course Properties of a Course

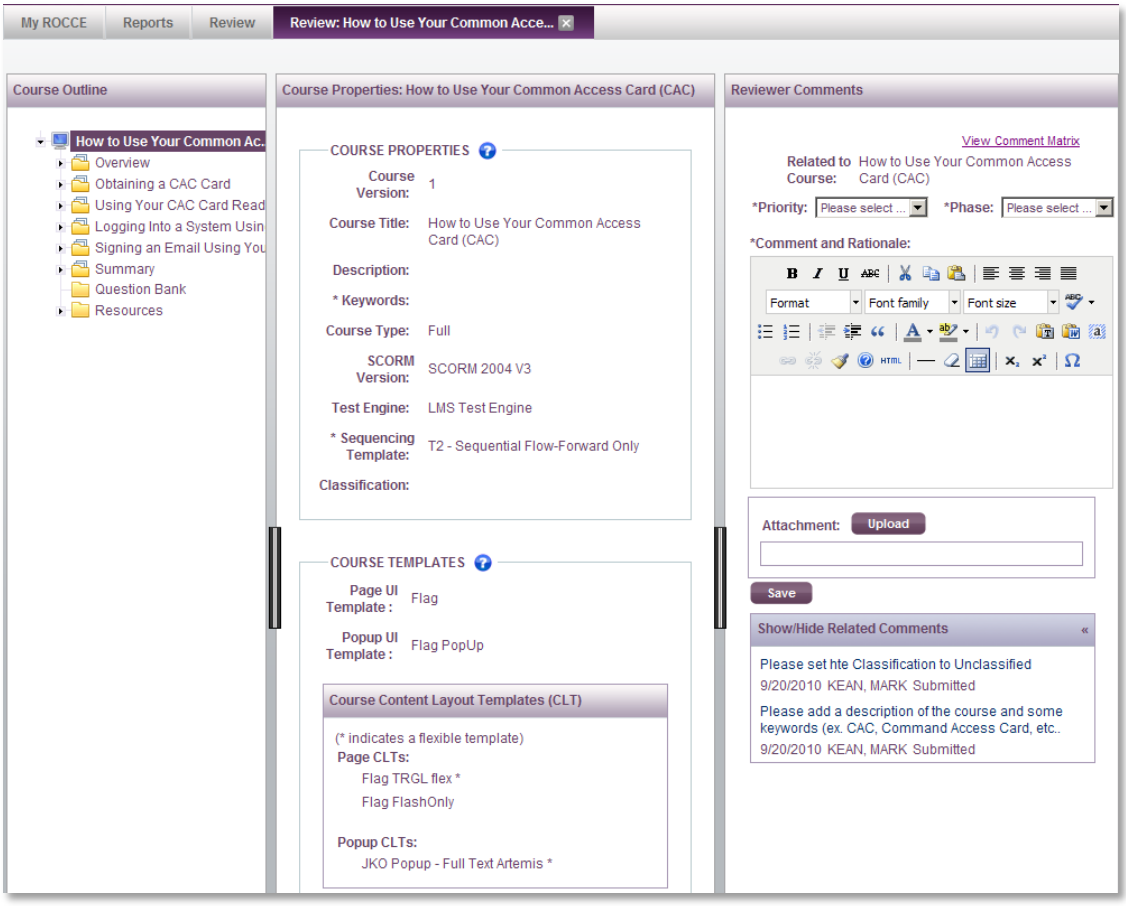
You can review and comment on the *Course Properties* for a course for which you have been assigned as a Reviewer.

Use the following steps to review and comment on the *Course Properties*.

1. Click on the Review Tab. Under the **For My Review gadget**, a list of all courses for which you are assigned as a Reviewer is displayed.

2. Click on the name of the course that you want to review. The *Review* workspace appears. By default, the course name is selected in the *Course Outline* (left) pane and the *Course Properties* are displayed in the review (middle) pane.

   Note: If the Review Status is listed as *Inactive*, the review period has either ended or has not yet started. You can only review courses that have an active review period. Titles of Inactive courses are not clickable.



3. Review the *Course Properties* and enter your comments using the *Reviewer Comments* (right) pane.

   Note: You can use the **Collapse/Expand** bars on either side of the middle pane to provide more space for the review (middle) pane. Once you have completed the review, you can use the Restore ( ) icon to re-open the left and right pane.

   Note: Any comments entered by other Reviewers are visible to you at the bottom of the *Reviewer Comments* pane.

4. Select the appropriate value for **Priority** and **Phase** from the dropdown menus.

5. *Optional*. Click **Upload** in the *Reviewer Comments* pane to upload an attachment containing additional comments, an example for explanation or consideration, etc.

6. Click **Save**. Your comment is added to the *Comment Matrix.*

10.1.5.3 Review and Comment on an Item (Lesson) in a Course

You can review and comment on an item (lesson) in a course for which you have been assigned as a Reviewer.

Use the following steps to review and comment on an item (lesson).

1. Click on the Review Tab. Under the **For My Review gadget**, a list of all courses for which you are assigned as a Reviewer is displayed.

2. Click on the name of the course that you want to review. The *Review* workspace appears. By default, the course name is selected in the *Course Outline* (left) pane and the *Course Properties* are displayed in the review (middle) pane.

   Note: If the Review Status is listed as *Inactive*, the review period has either ended or has not yet started. You can only review courses that have an active review period. Titles of Inactive courses are not clickable.

3. Click on the item (lesson) in the course tree (left) pane that you wish to review and comment on. The first page of the item (lesson) is displayed in the review (middle) pane.

4. Review the item (lesson) properties and enter your comments using the *Reviewer Comments* (right) pane.

   Note: You can use the **Collapse/Expand** bars on either side of the middle pane to provide more space for the review (middle) pane. Once you have completed the review, you can use the Restore ( ) icon to re-open the left and right pane.

   Note: Any comments entered by other Reviewers are visible to you at the bottom of the *Reviewer Comments* pane.

5. Select the appropriate value for **Priority** and **Phase** from the dropdown menus.

6. *Optional*. Click **Upload** in the *Reviewer Comments* pane to upload an attachment containing additional comments, an example for explanation or consideration, etc.

7. Click **Save**. Your comment is added to the *Comment Matrix.*

10.1.5.4 Review and Comment on a Page in a Course

You can review and comment on a page in a course for which you have been assigned as a Reviewer.

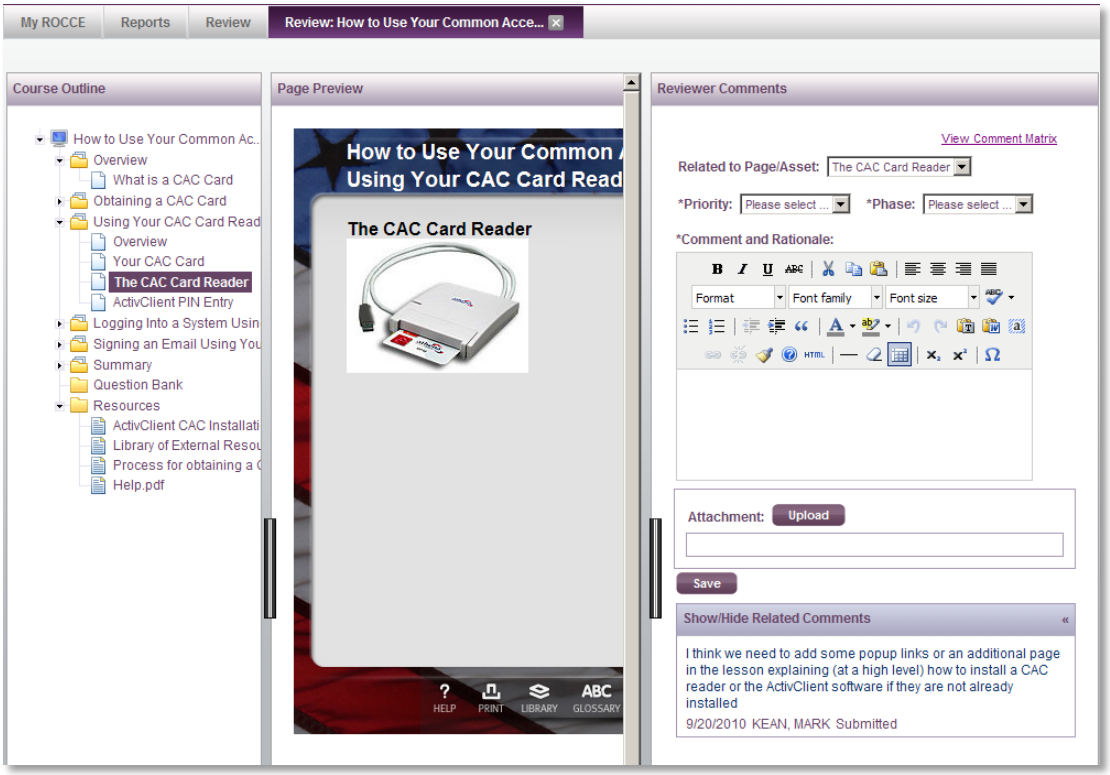
Use the following steps to review and comment on a page.

1. Click on the Review Tab. Under the **For My Review gadget**, a list of all current courses for which you are assigned as a Reviewer is displayed.

2. Click on the name of the course that you want to review. The *Review* workspace appears. By default, the course name is selected in the *Course Outline* pane and the *Course Properties* are displayed in the review (middle) pane.

   Note: If the Review Status is listed as *Inactive*, the review period has either ended or has not yet started. You can only review courses that have an active review period. Titles of Inactive courses are not clickable.

3. Click on the page in the course outline (left) pane that you wish to review and comment on. A preview of the page is displayed in the review (middle) pane.



4. Review the page and enter your comments using the *Reviewer Comments* pane.

   Note: You can use the **Collapse/Expand** bars on either side of the middle pane to provide more space for the review (middle) pane. Once you have completed the review, you can use the Restore ( ) icon to re-open the left and right pane.

   Note: Any comments entered by other Reviewers are visible to you at the bottom of the *Reviewer Comments* pane.

5. Select the appropriate value for **Priority** and **Phase** from the dropdown menus.

6. *Optional*. Click **Upload** in the *Reviewer Comments* pane to upload an attachment containing additional comments, an example for explanation or consideration, etc.

7. Click **Save**. Your comment is added to the *Comment Matrix.*

10.1.5.5 Review and Comment on an Asset in a Page in a Course

You can review and comment on an asset on a page in a course for which you have been assigned as a Reviewer.

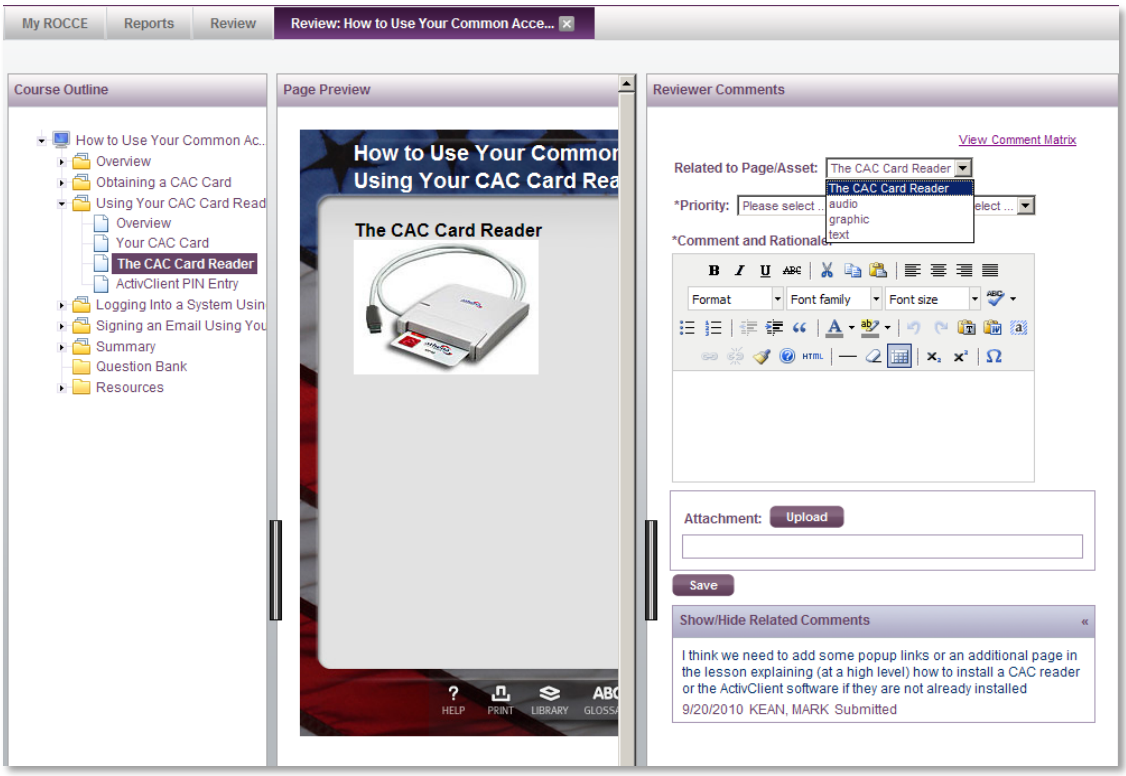
Use the following steps to review and comment an asset on a page.

1. Click on the Review Tab. Under the **For My Review gadget**, a list of all current courses for which you are assigned as a Reviewer is displayed.

2. Click on the name of the course that you want to review. The *Review* workspace appears. By default, the course name is selected in the *Course Outline* pane and the *Course Properties are* displayed in the review (middle) pane.

Note: If the Review Status is listed as *Inactive*, the review period has either ended or has not yet started. You can only review courses that have an active review period. Titles of Inactive courses are not clickable.

3. Click on the page in the course outline (left) pane for which you wish to review and comment on a given asset. A preview of the page is displayed in the review (middle) pane.



4. Review the asset on a page and select the given asset in the "*Related to:*" dropdown menu.

   Note: You can use the **Collapse/Expand** bars on either side of the middle pane to provide more space for the review (middle) pane. Once you have completed the review, you can use the Restore ( ) icon to re-open the left and right pane.

   Note: Any comments entered by other Reviewers are visible to you at the bottom of the Reviewer Comments pane.

5. Enter your comments using the *Reviewer Comments* pane.

6. Select the appropriate value for **Priority** and **Phase** from the dropdown menus.

7. *Optional*. Click **Upload** in the *Reviewer Comments* pane to upload an attachment containing additional comments, an example for explanation or consideration, etc.

8. Click **Save**. Your comment is added to the *Comment Matrix.*

10.1.5.6 Review and Comment on Resources in a Course

You can review and comment on resources in a course for which you have been assigned as a Reviewer.

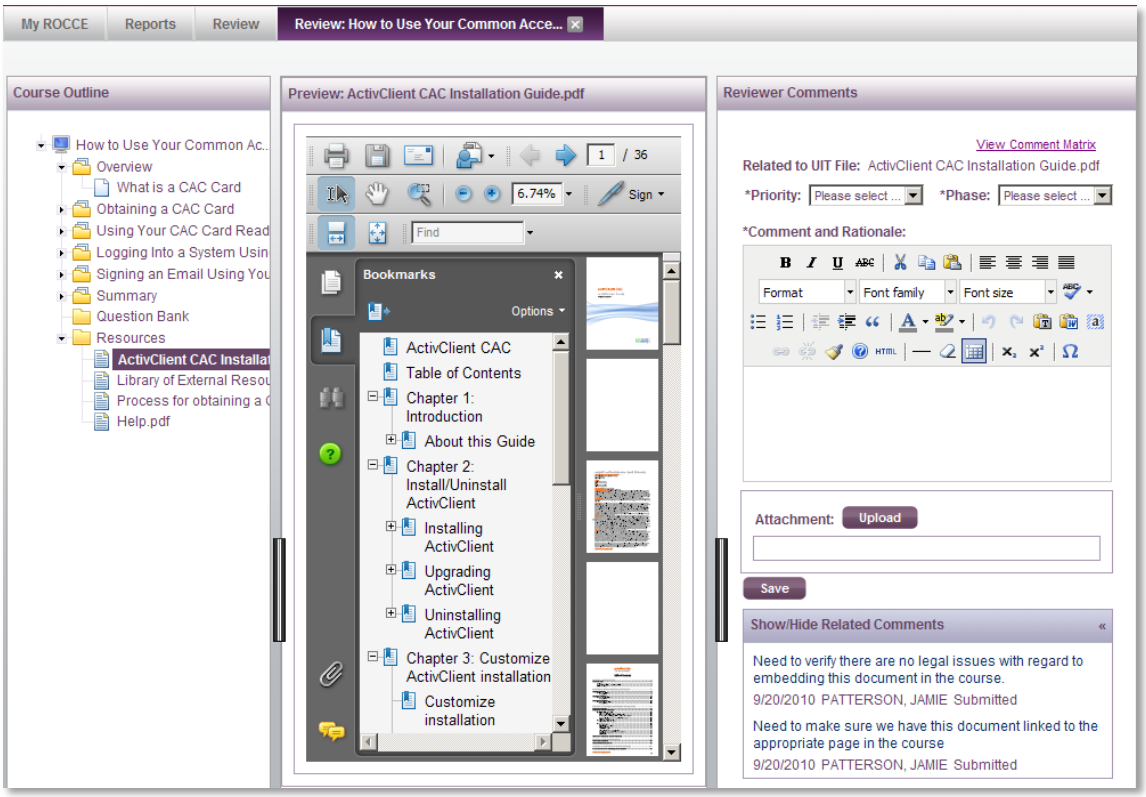
Use the following steps to review and comment on the course resources.

1. Click on the Review Tab. Under the **For My Review gadget**, a list of all current courses for which you are assigned as a Reviewer is displayed.

2. Click on the name of the course that you want to review. The *Review* workspace appears. By default, the course name is selected in the *Course Outline* pane and the *Course Properties* are displayed in the review (middle) pane.

   Note: If the Review Status is listed as *Inactive*, the review period has either ended or has not yet started. You can only review courses that have an active review period. Titles of Inactive courses are not clickable.

3. Click on *Resources* in the course outline (left) pane. A listing of all uploaded course resources is displayed in the review (middle) pane.



4. Review the course resources and enter your comments using the *Reviewer Comments* pane. To view a given resource attachment, click on the link for the attachment in the review (middle) pane.

   Note: You can use the Collapse/Expand bars on either side of the middle pane to provide more space for the review (middle) pane. Once you have completed the review, you can use the Restore ( ) icon to re-open the left and right pane.

Note: Any comments entered by other Reviewers are visible to you at the bottom of the Reviewer Comments pane.

5. Select the appropriate value for **Priority** and **Phase** from the dropdown menus.
6. *Optional*. Click **Upload** in the *Reviewer Comments* pane to upload an attachment containing additional comments, an example for explanation or consideration, etc.
7. Click **Save**. Your comment is added to the *Comment Matrix.*

10.1.6 For My Review - Lead Reviewer Tasks

The following tasks are performed via the **For My Review gadget**:

- Course Reviewers can review and comment on course properties, course content, and resources.
- Course Owners, Course Developers, Media Developers and Lead Reviewers provide feedback regarding resolution, modification, acceptance, or rejection of comments submitted by Reviewers.

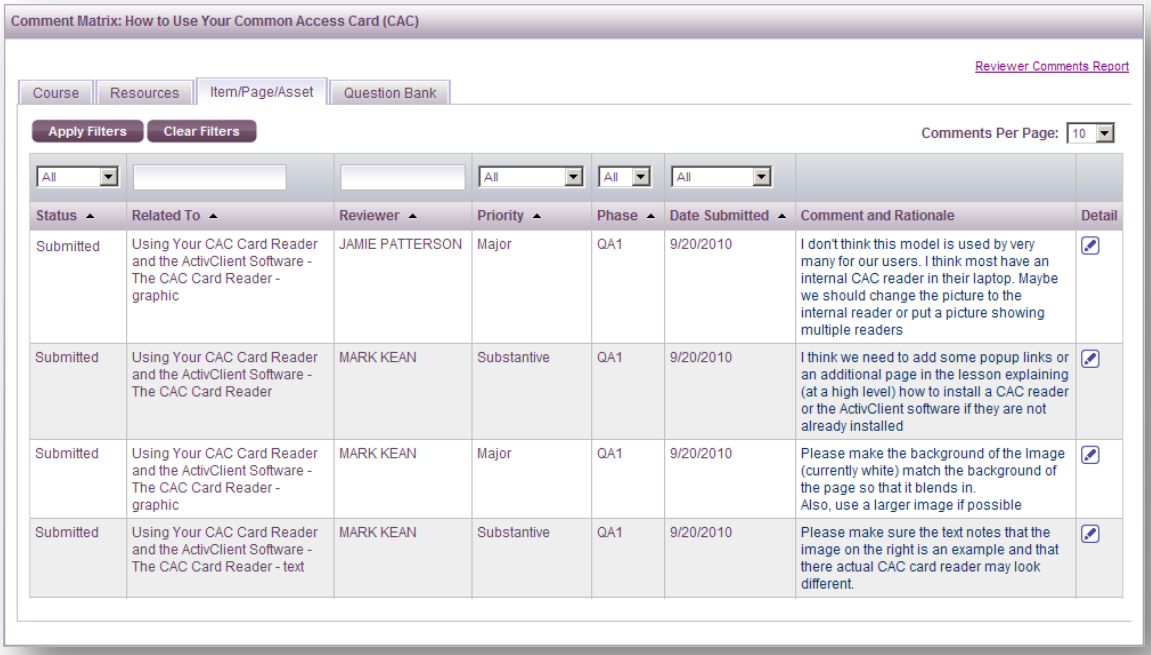
The sub-sections below provide detailed steps for each of the tasks that can be performed by the Lead Reviewer.

10.1.6.1 Accept a Comment Associated with a Course

After the Reviewer **Submits** a comment, the Lead Reviewer must change the **Status** to **Approved** or **Modified** before a Content Developer or Media Developer can resolve the comment.

Use the following steps to accept a comment in the course:

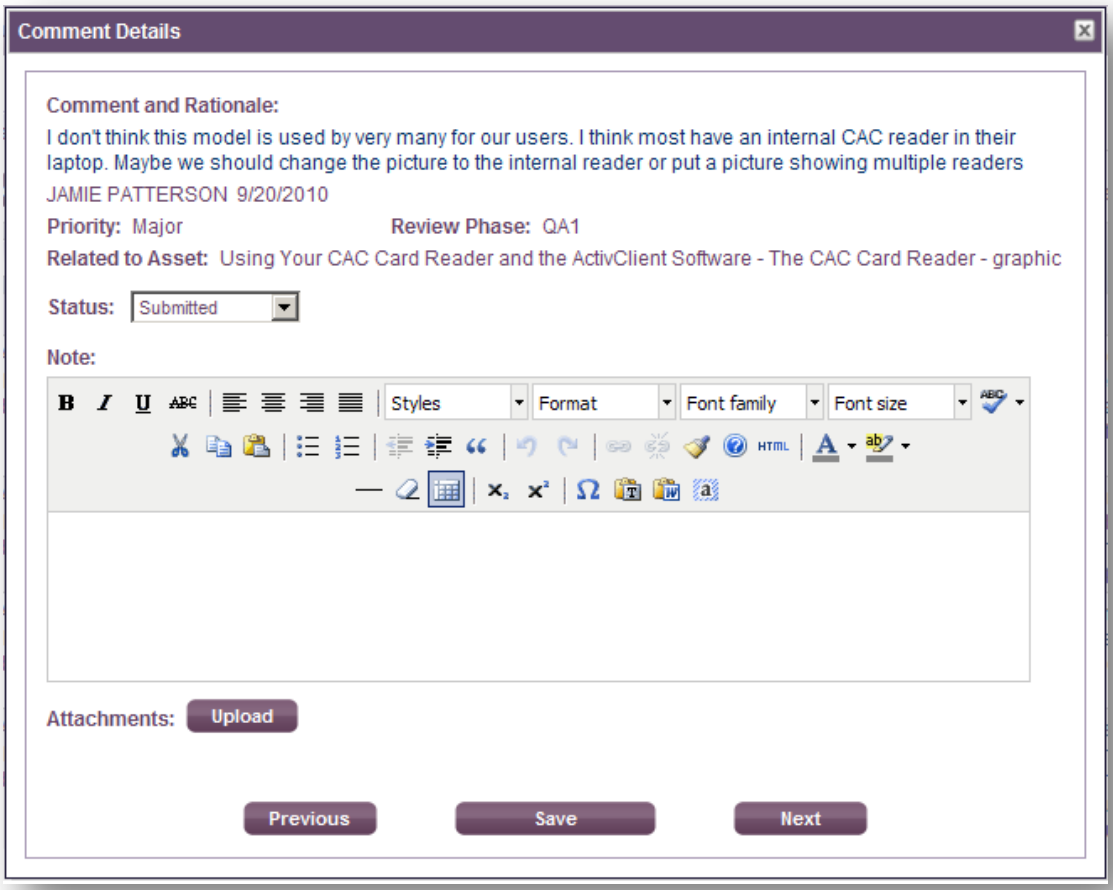
1. Click on the Review Tab. Under the **For My Review gadget**, click the **Comment Matrix** quick link ( ) next to the course name for the course for which you want to accept a comment. The *Comment Matrix* appears.


Comment Matrix: How to Use Your Common Access Card (CAC)
Reviewer Comments Report
Course
Resources
Item/Page/Asset
Question Bank
Apply Filters
Clear Filters
Comments Per Page: 10
Status
Related To
Reviewer
Priority
Phase
Date Submitted
Comment and Rationale
Detail
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
JAMIE PATTERSON
Major
QA1
9/20/2010
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader
MARK KEAN
Substantive
QA1
9/20/2010
I think we need to add some popup links or an additional page in the lesson explaining (at a high level) how to install a CAC reader or the ActivClient software if they are not already installed
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
MARK KEAN
Major
QA1
9/20/2010
Please make the background of the Image (currently white) match the background of the page so that it blends in.
Also, use a larger image if possible
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - text
MARK KEAN
Substantive
QA1
9/20/2010
Please make sure the text notes that the image on the right is an example and that there actual CAC card reader may look different.

2. Click the tab (*Course, Resources, Item/Page/Asset,* or *Question Bank*) associated with the comments on which you are expected to take action.

3. *Optional.* Sort and/or filter the *Comment Matrix* to narrow the list of comments.

4. Click the **Detail** icon ( ) for the comment on which you wish to take action. The *Comment Details* modal window appears.


Comment Details
Comment and Rationale:
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
JAMIE PATTERSON 9/20/2010
Priority: Major
Review Phase: QA1
Related to Asset: Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
Status: Submitted
Note:
Styles
Format
Font family
Font size
Attachments:
Upload
Previous
Save
Next

5. Read the **Comment and Rationale**.
6. *Optional*. Enter in the **Notes** field a text description corresponding to the action you are taking to *Accept* the comment.
7. *Optional.* **Upload** any attachment you deem appropriate for explanation and/or consideration.

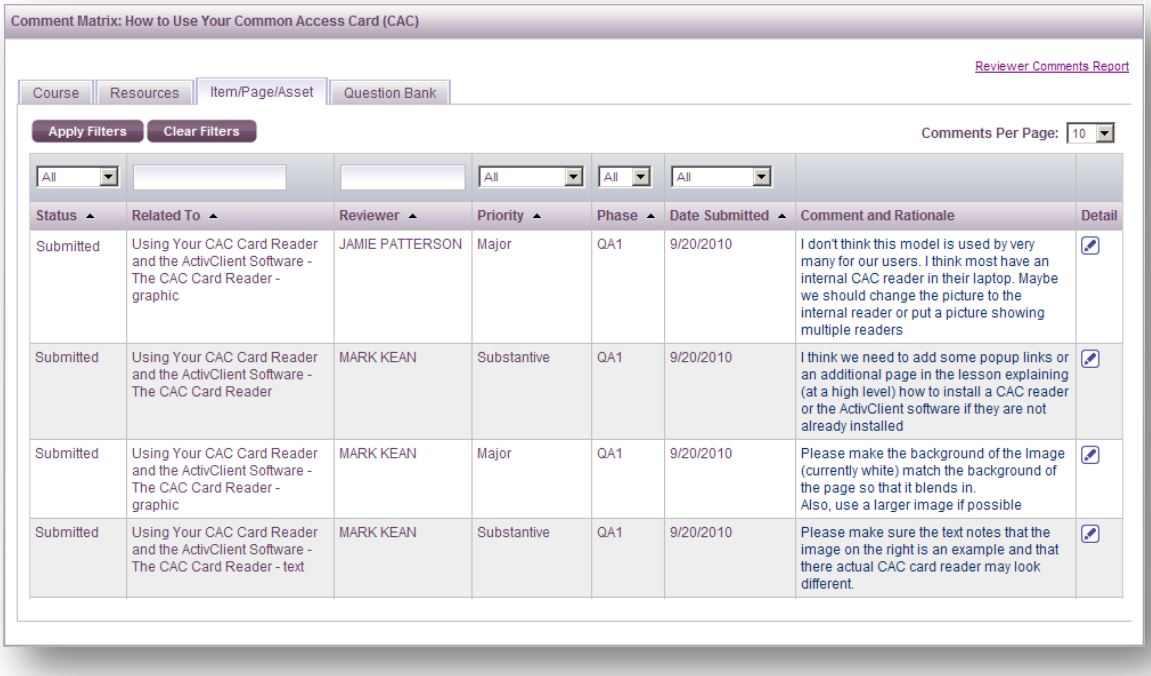
   Note: Only one attachment can be made. To include additional attachments, complete your action on the comment and save it, and return to the *Comment Matrix* and reopen the same comment and add your next attachment.
8. Select **Approved** or **Modified** from the **Status** dropdown list.
9. Click **Save**. The action is added to the *Comment Matrix.*

10.1.6.2 Reject a Comment Associated with a Course

After the Reviewer **Submits** a comment, the Lead Reviewer may decide the comment is invalid. The Lead Reviewer can change the **Status** to **Rejected**.

Use the following steps to reject a comment in the course:

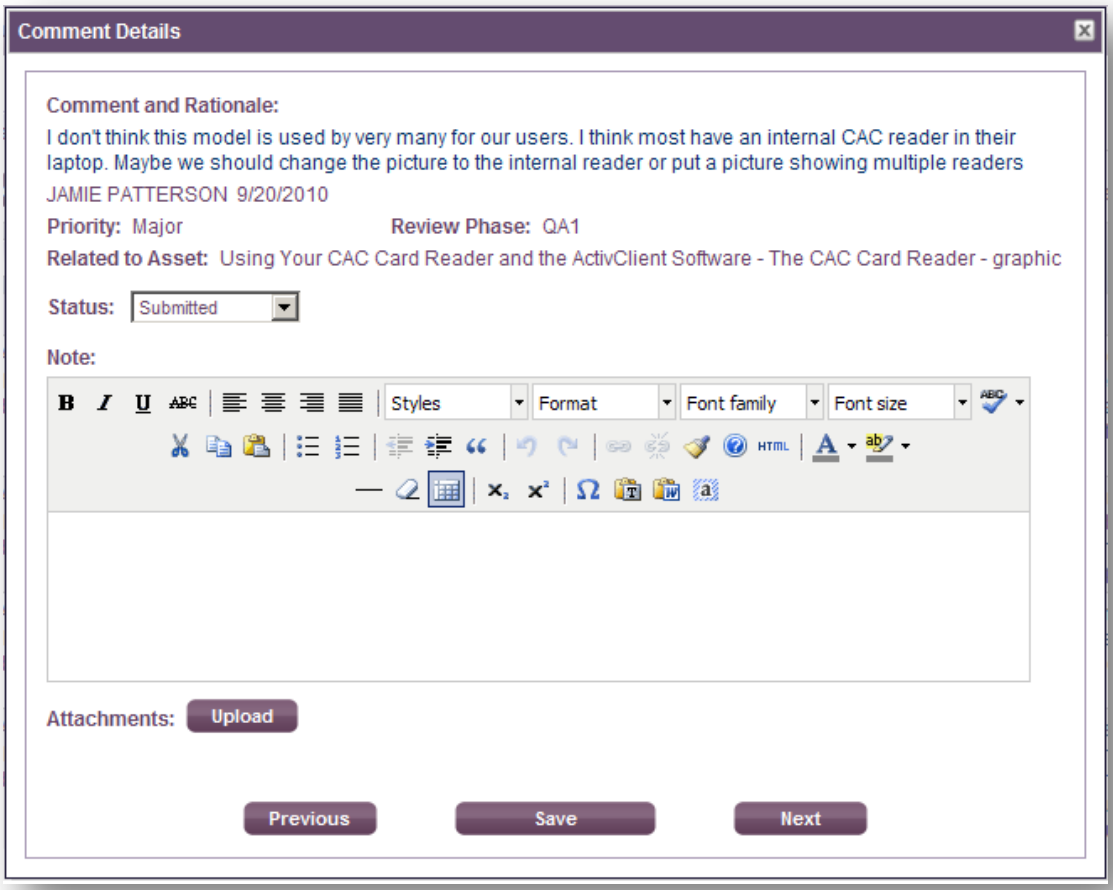
1. Click on the Review Tab. Under the **For My Review gadget**, click the **Comment Matrix** quick link ( ) next to the course name for the course for which you want to reject a comment. The *Comment Matrix* appears.


Comment Matrix: How to Use Your Common Access Card (CAC)
Reviewer Comments Report
Course
Resources
Item/Page/Asset
Question Bank
Apply Filters
Clear Filters
Comments Per Page: 10
Status
Related To
Reviewer
Priority
Phase
Date Submitted
Comment and Rationale
Detail
Submitted | Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic | JAMIE PATTERSON | Major | QA1 | 9/20/2010 | I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
Submitted | Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader | MARK KEAN | Substantive | QA1 | 9/20/2010 | I think we need to add some popup links or an additional page in the lesson explaining (at a high level) how to install a CAC reader or the ActivClient software if they are not already installed
Submitted | Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic | MARK KEAN | Major | QA1 | 9/20/2010 | Please make the background of the Image (currently white) match the background of the page so that it blends in. Also, use a larger image if possible
Submitted | Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - text | MARK KEAN | Substantive | QA1 | 9/20/2010 | Please make sure the text notes that the image on the right is an example and that there actual CAC card reader may look different.

2. Click the tab (*Course, Resources, Item/Page/Asset,* or *Question Bank*) associated with the comments on which you are expected to take action.

3. *Optional.* Sort and/or filter the *Comment Matrix* to narrow the field of comments.

4. Click the **Details** icon ( ) for the comment on which you wish to take action. The *Comment Details* modal window appears.


Comment Details
Comment and Rationale:
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
JAMIE PATTERSON 9/20/2010
Priority: Major
Review Phase: QA1
Related to Asset: Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
Status: Submitted
Note:
Styles
Format
Font family
Font size
Attachments:
Upload
Previous
Save
Next

5. Read the **Comment and Rationale**.
6. *Optional*. Enter in the **Note** field a description corresponding to the action you are taking to reject the comment.
7. *Optional.* **Upload** any attachment you deem appropriate for explanation and/or consideration.

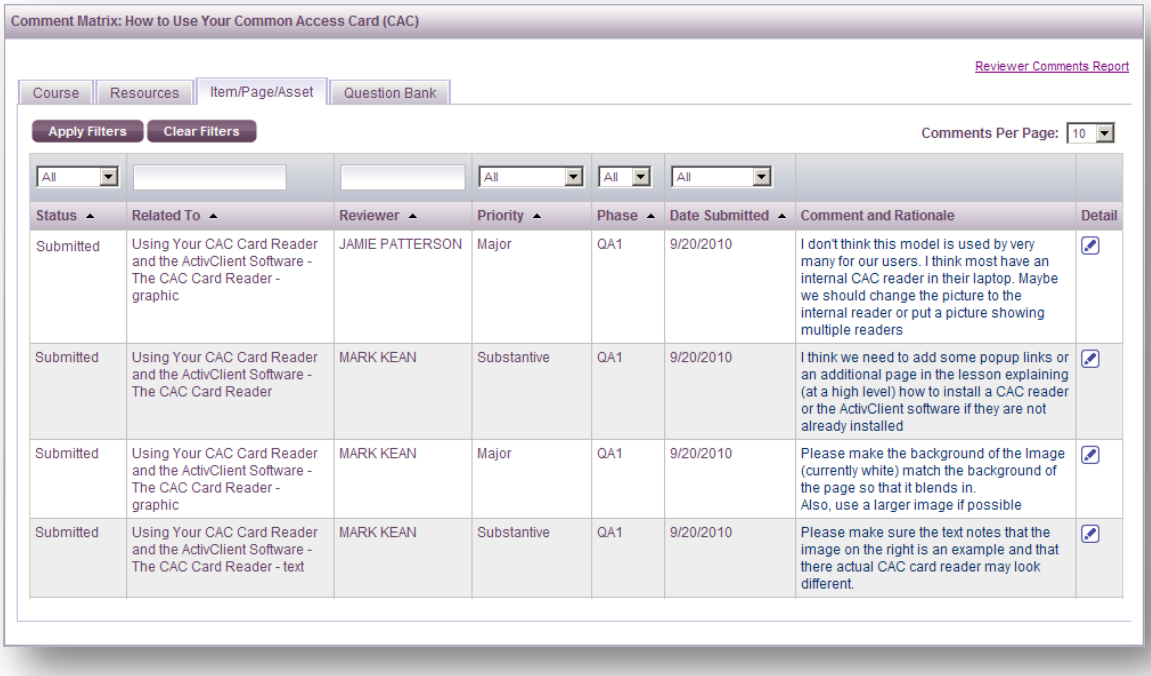
   Note: Only one attachment can be made. To include additional attachments, complete your action on the comment and save it, and return to the *Comment Matrix* and reopen the same comment and add your next attachment.
8. Select **Rejected** from the **Status** dropdown list.
9. Click **Save**. The action is added to the *Comment Matrix.*

10.1.6.3 Send a Comment for Rework

After the comment has been resolved by the Course Owner, Content Developer, or Media Developer, the Lead Reviewer again reviews the comment and may decide that the issue still needs work. In this case the Lead Reviewer changes the **Status** to **Rework**, requiring the Course Owner, Content Developer, and/or Media Developer rework the issue.

Use the following steps to send a comment for rework:

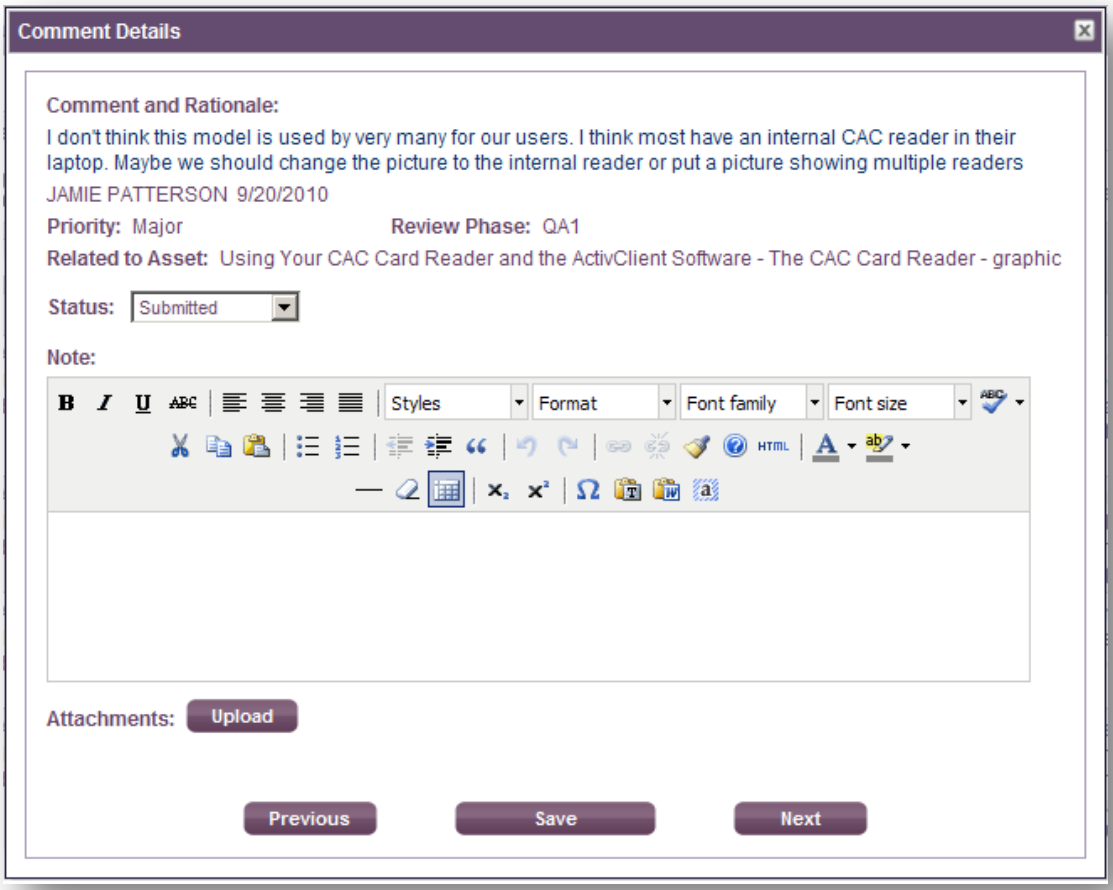
1. Click on the Review Tab. Under the **For My Review gadget**, click the **Comment Matrix** quick link ( ) next to the course name for the course for which you want to send a comment for rework. The *Comment Matrix* appears.


Comment Matrix: How to Use Your Common Access Card (CAC)
Reviewer Comments Report
Course
Resources
Item/Page/Asset
Question Bank
Apply Filters
Clear Filters
Comments Per Page: 10
Status
Related To
Reviewer
Priority
Phase
Date Submitted
Comment and Rationale
Detail
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
JAMIE PATTERSON
Major
QA1
9/20/2010
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader
MARK KEAN
Substantive
QA1
9/20/2010
I think we need to add some popup links or an additional page in the lesson explaining (at a high level) how to install a CAC reader or the ActivClient software if they are not already installed
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
MARK KEAN
Major
QA1
9/20/2010
Please make the background of the Image (currently white) match the background of the page so that it blends in.
Also, use a larger image if possible
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - text
MARK KEAN
Substantive
QA1
9/20/2010
Please make sure the text notes that the image on the right is an example and that there actual CAC card reader may look different.

2. Click the tab (*Course, Resources, Item/Page/Asset,* or *Question Bank*) associated with the comments on which you are expected to take action.

3. *Optional.* Sort and/or filter the *Comment Matrix* to narrow the field of comments.

4. Click the **Details** icon ( ) for the comment on which you wish to take action. The *Comment Details* modal window appears.


Comment Details
Comment and Rationale:
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
JAMIE PATTERSON 9/20/2010
Priority: Major
Review Phase: QA1
Related to Asset: Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
Status: Submitted
Note:
Styles
Format
Font family
Font size
Attachments:
Upload
Previous
Save
Next

5. Read the **Comment and Rationale**.
6. *Optional*. Enter in the **Note** field a description corresponding to the action you are taking to send this comment for rework.
7. *Optional.* **Upload** any attachment you deem appropriate for explanation and/or consideration.

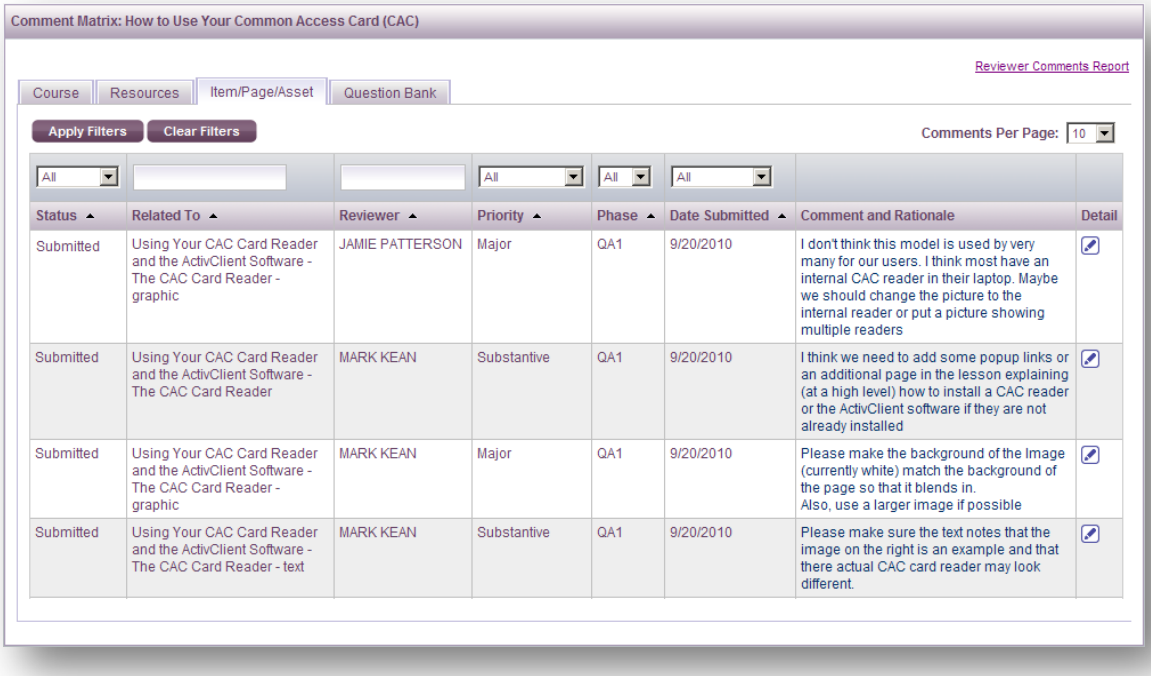
   Note: Only one attachment can be made. To include additional attachments, complete your action on the comment and save it, and return to the *Comment Matrix* and reopen the same comment and add your next attachment.
8. Select **Rework** from the **Status** dropdown list.
9. Click **Save**. The action is added to the *Comment Matrix.*

10.1.6.4 Close a Comment Associated with a Course

After the comment has been resolved, the Lead Reviewer again reviews the comment and may conclude that the issue has been satisfactorily resolved. In this case the Lead Reviewer changes the **Status** to **Closed**.

Use the following steps to close a comment in the course:

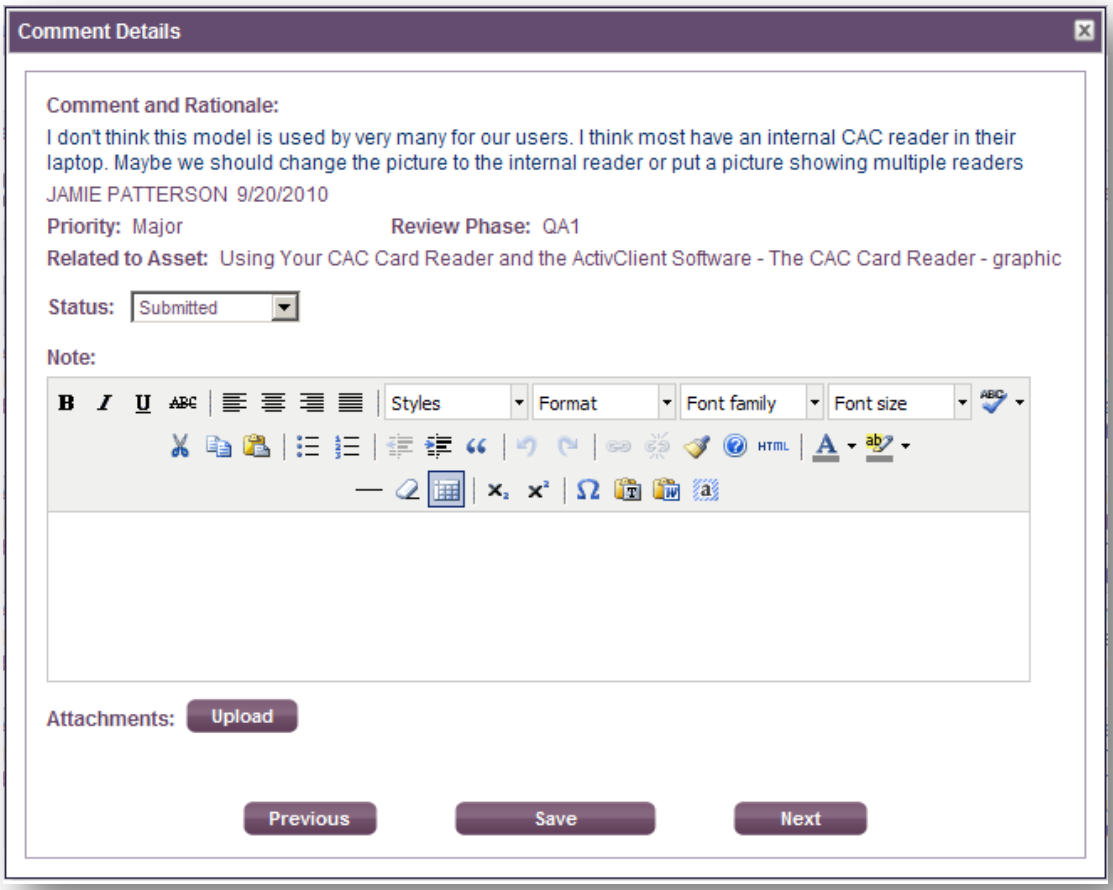
1. Click on the Review Tab. Under the **For My Review gadget**, click the **Comment Matrix** quick link ( ) next to the course name for the course for which you want to close a comment. The *Comment Matrix* appears.


Comment Matrix: How to Use Your Common Access Card (CAC)
Reviewer Comments Report
Course
Resources
Item/Page/Asset
Question Bank
Apply Filters
Clear Filters
Comments Per Page: 10
Status
Related To
Reviewer
Priority
Phase
Date Submitted
Comment and Rationale
Detail
Submitted | Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic | JAMIE PATTERSON | Major | QA1 | 9/20/2010 | I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
Submitted | Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader | MARK KEAN | Substantive | QA1 | 9/20/2010 | I think we need to add some popup links or an additional page in the lesson explaining (at a high level) how to install a CAC reader or the ActivClient software if they are not already installed
Submitted | Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic | MARK KEAN | Major | QA1 | 9/20/2010 | Please make the background of the Image (currently white) match the background of the page so that it blends in. Also, use a larger image if possible
Submitted | Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - text | MARK KEAN | Substantive | QA1 | 9/20/2010 | Please make sure the text notes that the image on the right is an example and that there actual CAC card reader may look different.

2. Click the tab (*Course, Resources, Item/Page/Asset,* or *Question Bank*) associated with the comments on which you are expected to take action.

3. *Optional.* Sort and/or filter the *Comment Matrix* to narrow the field of comments.

4. Click the **Comment Details** ( ) for the comment on which you wish to take action. The *Comment Details* modal window appears.


Comment Details
Comment and Rationale:
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
JAMIE PATTERSON 9/20/2010
Priority: Major
Review Phase: QA1
Related to Asset: Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
Status: Submitted
Note:
Styles
Format
Font family
Font size
Attachments:
Upload
Previous
Save
Next

5. Read the **Comment and Rationale**.
6. *Optional*. Enter in the **Note** field a description corresponding to the action you are taking to close the comment.
7. *Optional.* **Upload** any attachment you deem appropriate for explanation and/or consideration.

   Note: Only one attachment can be made. To include additional attachments complete your action on the comment and save it, and return to the *Comment Matrix* and reopen the same comment and add your next attachment.
8. Select **Closed** from the **Status** dropdown list.
9. Click **Save**. The action is added to the *Comment Matrix.*

10.1.7 For My Review – Other Tasks

The following tasks are performed via the **For My Review gadget**:

- Course Reviewers can review and comment on course properties, course content, and resources.

- Course Owners, Course Developers, Media Developers and Lead Reviewers provide feedback regarding resolution, modification, acceptance, or rejection of comments submitted by Reviewers.

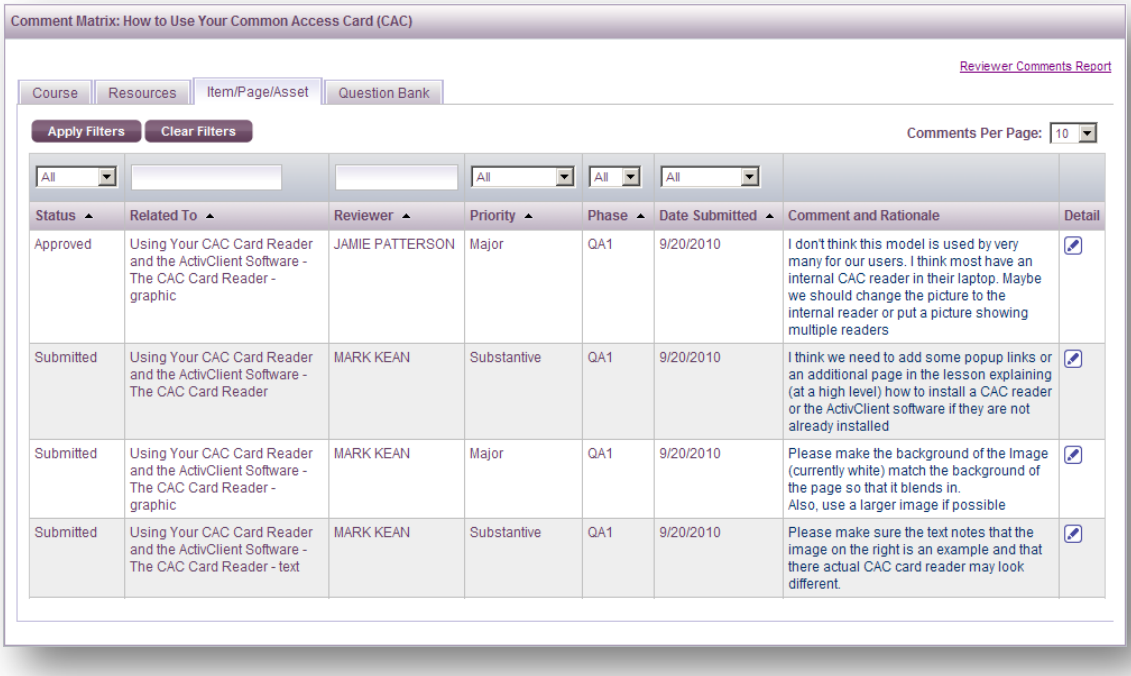
The sub-sections below provide detailed steps for each of the tasks that can be performed by Course Owners, Content Developers, Media Developers and the Lead Reviewer.

10.1.7.1 Add a Note to a Comment Associated with a Course

The Course Owner, Content Developer, or Media Developer can review comments made by Reviewers. After the Reviewer **Submits** a comment, any member of the course team can add additional notes. Adding a note does not change the status of the comment or indicate any change in the course that is the subject of the comment.

Use the following steps to add a note to a comment in the course:

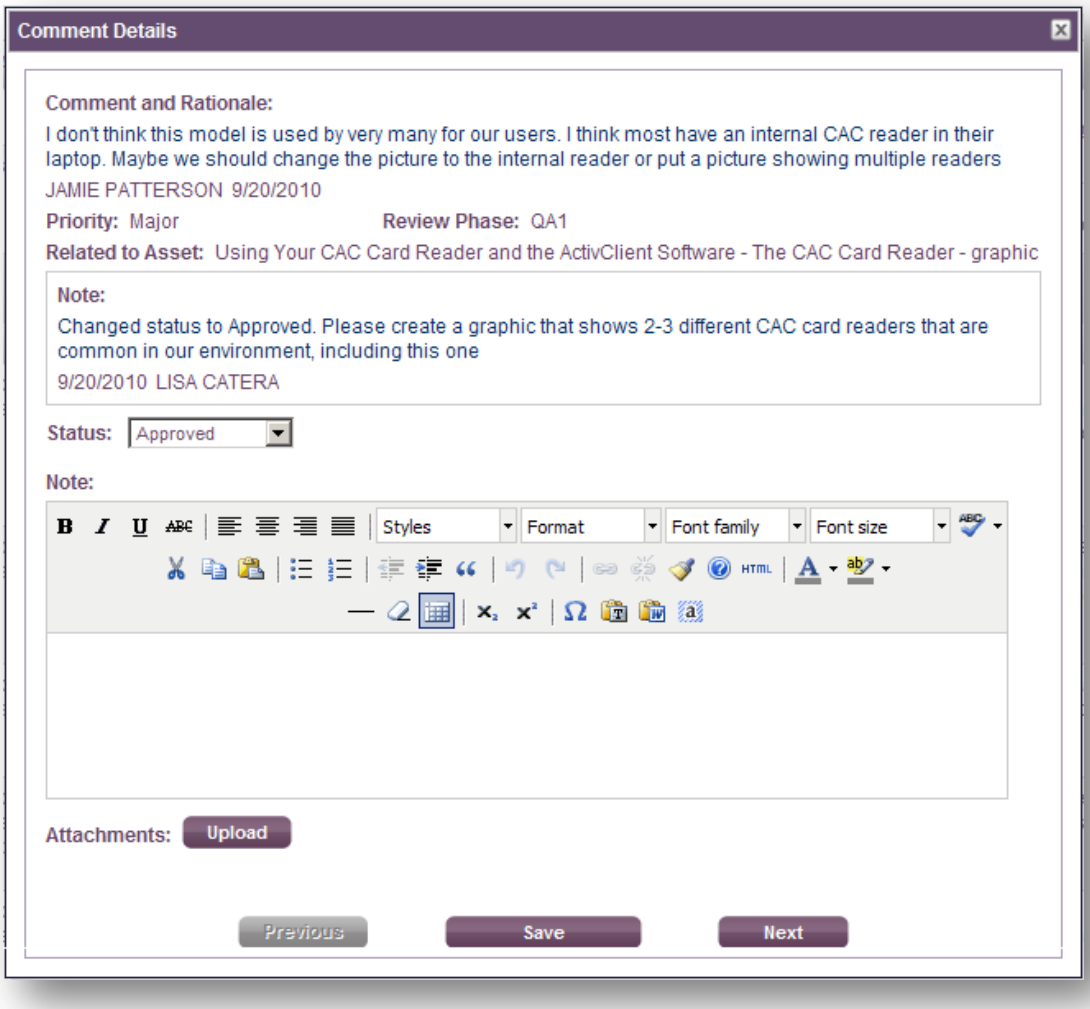
1. Click on the Review Tab. Under the **For My Review gadget**, click the **Comment Matrix** quick link ( ) next to the course name for the course for which you want to add a note to a comment. The *Comment Matrix* appears.


Comment Matrix: How to Use Your Common Access Card (CAC)
Reviewer Comments Report
Course
Resources
Item/Page/Asset
Question Bank
Apply Filters
Clear Filters
Comments Per Page: 10
Status
Related To
Reviewer
Priority
Phase
Date Submitted
Comment and Rationale
Detail
Approved
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
JAMIE PATTERSON
Major
QA1
9/20/2010
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader
MARK KEAN
Substantive
QA1
9/20/2010
I think we need to add some popup links or an additional page in the lesson explaining (at a high level) how to install a CAC reader or the ActivClient software if they are not already installed
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
MARK KEAN
Major
QA1
9/20/2010
Please make the background of the Image (currently white) match the background of the page so that it blends in.
Also, use a larger image if possible
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - text
MARK KEAN
Substantive
QA1
9/20/2010
Please make sure the text notes that the image on the right is an example and that there actual CAC card reader may look different.

2. Click the tab (*Course, Resources, Item/Page/Asset,* or *Question Bank*) associated with the comments on which you are expected to take action (ex. in the approved state).

3. *Optional.* Sort and/or filter the *Comment Matrix* to narrow the field of comments.

4. Click the **Details** icon ( ) for the comment on which you wish to take action. The *Comment Details* modal window appears.


Comment Details
Comment and Rationale:
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
JAMIE PATTERSON 9/20/2010
Priority: Major
Review Phase: QA1
Related to Asset: Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
Note:
Changed status to Approved. Please create a graphic that shows 2-3 different CAC card readers that are common in our environment, including this one
9/20/2010 LISA CATERA
Status: Approved
Note:
Styles
Format
Font family
Font size
Attachments:
Upload
Previous
Save
Next

5. Read the **Comment and Rationale**.
6. Enter in the **Note** field the note you want to add to the comment.
7. *Optional.* **Upload** any attachment you deem appropriate for explanation and/or consideration.

   Note: Only one attachment can be made. To include additional attachments, complete your action on the comment and save it, and return to the *Comment Matrix* and reopen the same comment and add your next attachment.
8. Leave the **Status** unchanged, e.g., if the **Status** indicated *Submitted*, then leave it as *Submitted*.
9. Click **Save**. The note is added to the *Comment Matrix.*

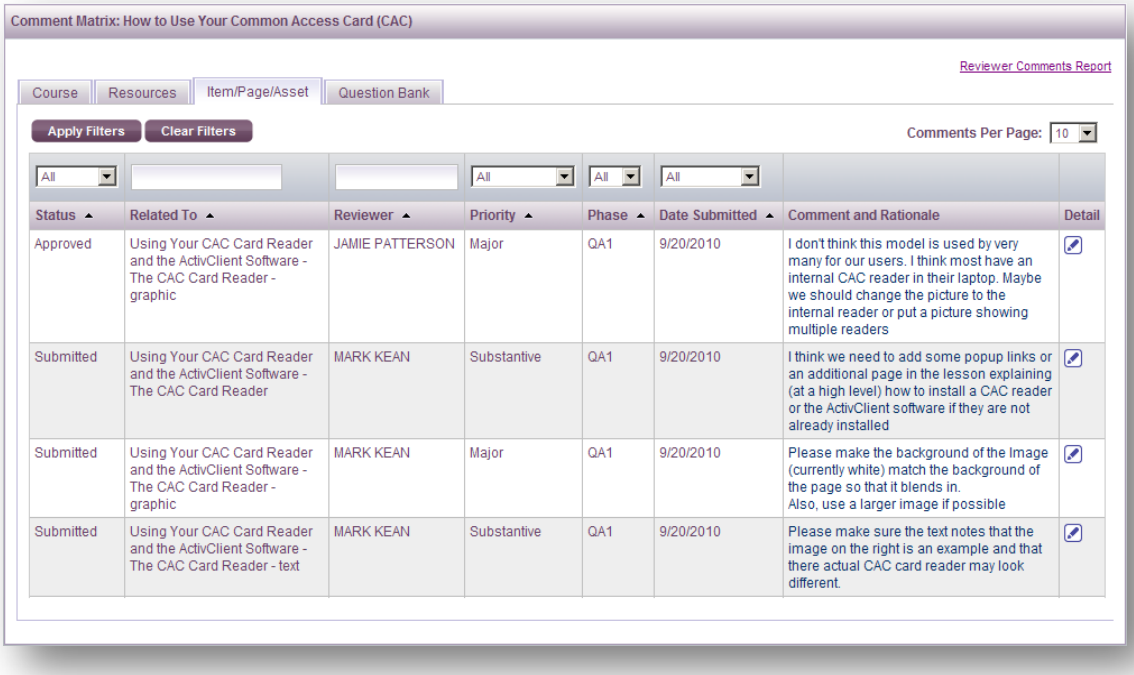
10.1.7.2 Resolve a Comment Associated with a Course

The Course Owner, Content Developer, or Media Developer can review comments made by Reviewers. After the Reviewer **Submits** a comment, the Lead Reviewer must change the

Status to **Approved** or **Modified** before a Content Developer or Media Developer can resolve the comment.

Use the following steps to resolve a comment in the course:

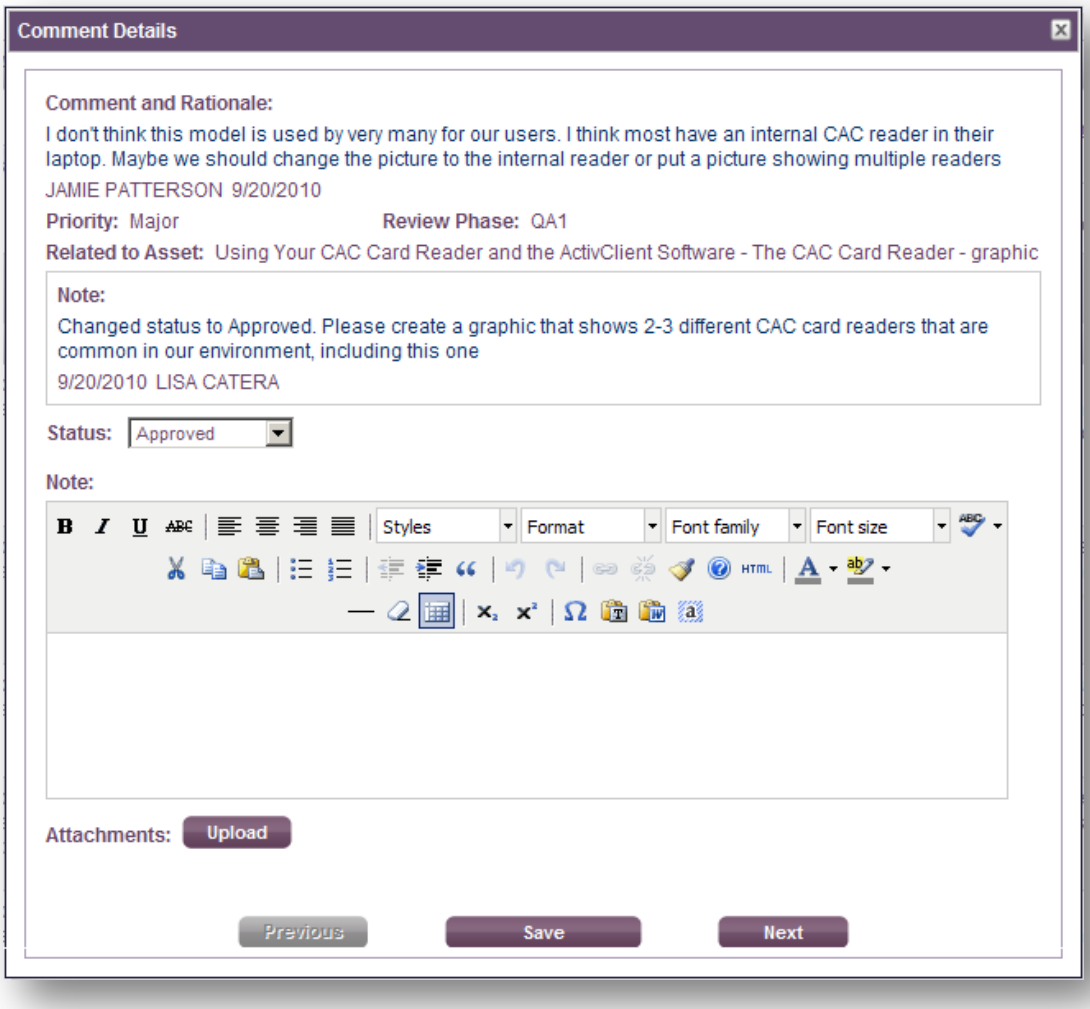
1. Click on the Review Tab. Under the **For My Review gadget**, click the **Comment Matrix** quick link ( ) next to the course name for the course for which you want to resolve a comment. The *Comment Matrix* appears.


Comment Matrix: How to Use Your Common Access Card (CAC)
Reviewer Comments Report
Course
Resources
Item/Page/Asset
Question Bank
Apply Filters
Clear Filters
Comments Per Page: 10
All
All
All
Status
Related To
Reviewer
Priority
Phase
Date Submitted
Comment and Rationale
Detail
Approved
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
JAMIE PATTERSON
Major
QA1
9/20/2010
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader
MARK KEAN
Substantive
QA1
9/20/2010
I think we need to add some popup links or an additional page in the lesson explaining (at a high level) how to install a CAC reader or the ActivClient software if they are not already installed
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
MARK KEAN
Major
QA1
9/20/2010
Please make the background of the Image (currently white) match the background of the page so that it blends in.
Also, use a larger image if possible
Submitted
Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - text
MARK KEAN
Substantive
QA1
9/20/2010
Please make sure the text notes that the image on the right is an example and that there actual CAC card reader may look different.

2. Click the tab (*Course, Resources, Item/Page/Asset,* or *Question Bank*) associated with the comments on which you are expected to take action.

3. *Optional.* Sort and/or filter the *Comment Matrix* to narrow the field of comments.

4. Click the **Details** icon ( ) for the comment on which you wish to take action. The *Comment Details* modal window appears.


Comment Details
Comment and Rationale:
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
JAMIE PATTERSON 9/20/2010
Priority: Major
Review Phase: QA1
Related to Asset: Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic
Note:
Changed status to Approved. Please create a graphic that shows 2-3 different CAC card readers that are common in our environment, including this one
9/20/2010 LISA CATERA
Status: Approved
Note:
Styles
Format
Font family
Font size
Attachments:
Upload
Previous
Save
Next

5. Read the **Comment and Rationale**.
6. *Optional*. Enter in the **Note** field a description corresponding to the action you have taken to resolve the comment.
7. *Optional.* **Upload** any attachment you deem appropriate for explanation and/or consideration.

   Note: Only one attachment can be made. To include additional attachments complete your action on the comment and save it, and return to the *Comment Matrix* and reopen the same comment and add your next attachment.
8. Select **Resolved** from the **Status** dropdown list.
9. Click **Save**. The action is added to the *Comment Matrix.*

11. Reports Tab

11.1 Reports Gadget

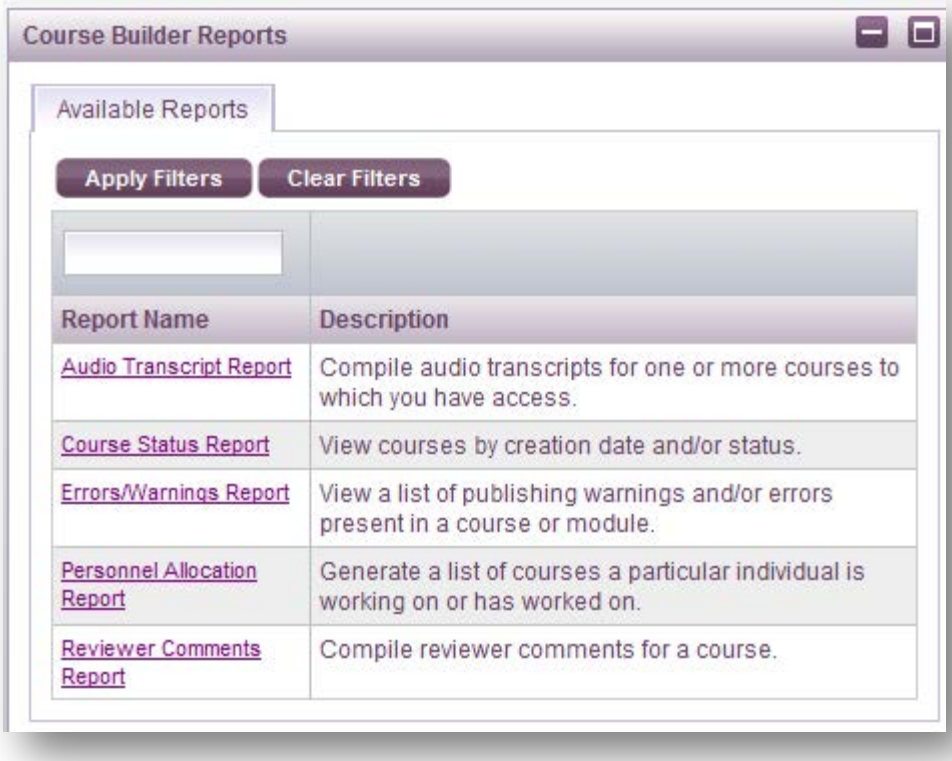
The **Reports gadget** is accessible on the *Reports* Tab. This gadget is accessible by any JKO Course Builder user with the exception of those that only have the Template Developer role. The Reports gadget includes the functionality required to generate the reports for the JKO Course Builder application.

The following table lists the icons used within this gadget.

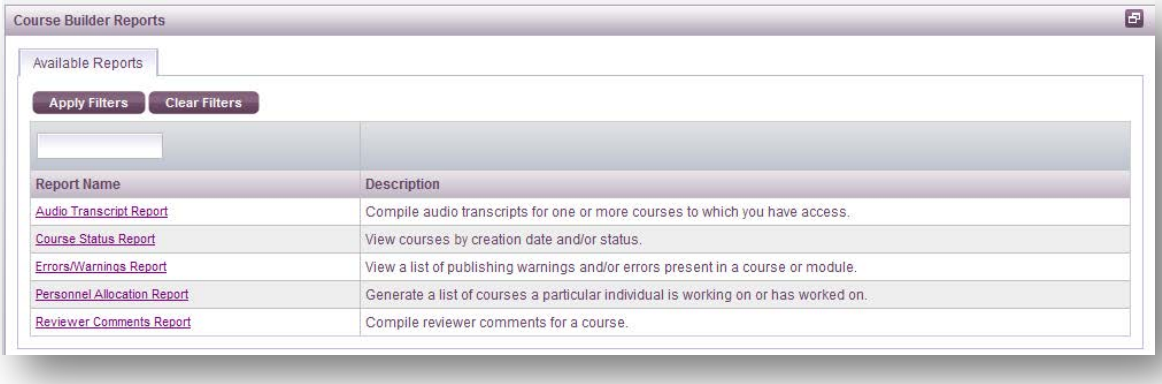
Table 7: Reports Icons

ICON	FUNCTION / DEFINITION
	Export to PDF
	Export to Excel
	Date Picker

Minimized View

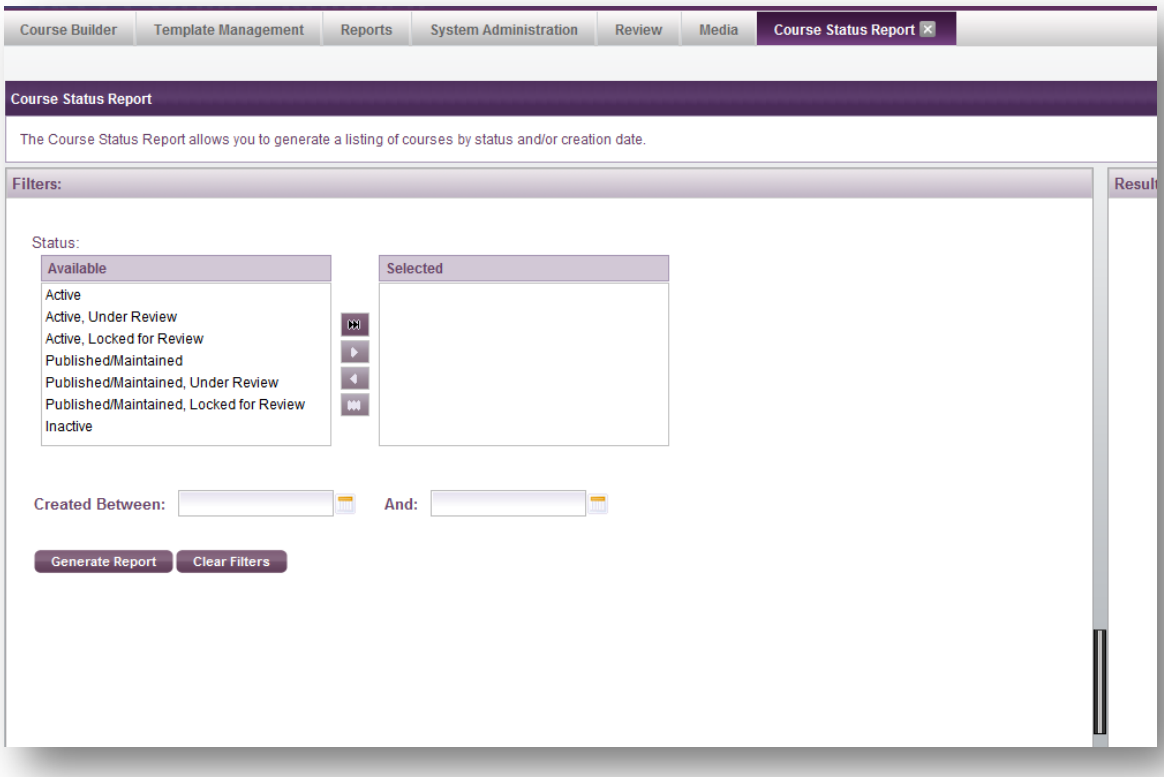

Course Builder Reports
Available Reports
Apply Filters
Clear Filters
Report Name
Description
Audio Transcript Report
Compile audio transcripts for one or more courses to which you have access.
Course Status Report
View courses by creation date and/or status.
Errors/Warnings Report
View a list of publishing warnings and/or errors present in a course or module.
Personnel Allocation Report
Generate a list of courses a particular individual is working on or has worked on.
Reviewer Comments Report
Compile reviewer comments for a course.

Maximized View

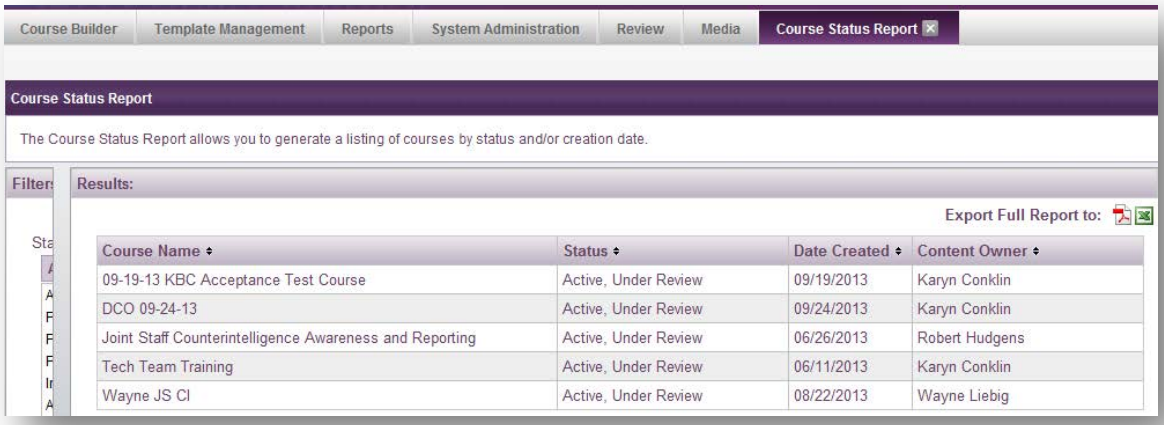

Course Builder Reports
Available Reports
Apply Filters
Clear Filters
Report Name
Description
Audio Transcript Report
Compile audio transcripts for one or more courses to which you have access.
Course Status Report
View courses by creation date and/or status.
Errors/Warnings Report
View a list of publishing warnings and/or errors present in a course or module.
Personnel Allocation Report
Generate a list of courses a particular individual is working on or has worked on.
Reviewer Comments Report
Compile reviewer comments for a course.

11.1.1 Reports Workspace

When you click on a report name in the **Reports gadget** a *Reports* workspace opens up that allows you to set filters for the report and then generate the report. The workspace is divided into two panes; a *Filters* pane and a *Results* pane.



Prior to generating a report, the *Results* pane is on the far right side of the screen, taking up minimal space. Once a report is generated, the *Results* pane is expanded to the left and takes up the majority of the screen to show the results while the *Filters* pane takes up minimal space on the left side of the screen.



You can resize the space used by the two panes by clicking on the divider between the two panes and dragging the divider left or right to resize the panes to meet your needs.

The *Filters* pane provides the ability to revise your report filters and generate a new report. The *Results* pane displays the generated report.

- Click the **Export to PDF** icon ( ) to create a PDF file of the report. A *Save* dialog box opens. Click the **Browse** button and navigate to the location to which you want the file saved. Click **OK**.
- Click the **Export to Excel** icon ( ) to create a Microsoft Excel file of the report. A *Save* dialog box opens. Click the **Browse** button and navigate to the location to which you want the file saved. Click **OK**.
- Click the **Close icon (X)** on the subject **Report workspace** to close the report. You are returned to the Reports Tab.

11.1.2 JKO Course Builder Roles

The **Reports gadget** is accessible for the following JKO Course Builder roles:

JKO COURSE BUILDER ROLE	GADGET ACCESS
COURSE OWNER	✓
CONTENT DEVELOPER	✓
MEDIA DEVELOPER	✓
TEMPLATE DEVELOPER	

JKO COURSE BUILDER ROLE	GADGET ACCESS
LEAD REVIEWER	✓
REVIEWER	✓
LCMS TECHADMIN	✓
LCMS ADMINISTRATOR	✓

11.1.3 JKO Course Builder Reports Tasks

The **Reports gadget** includes the following reports:

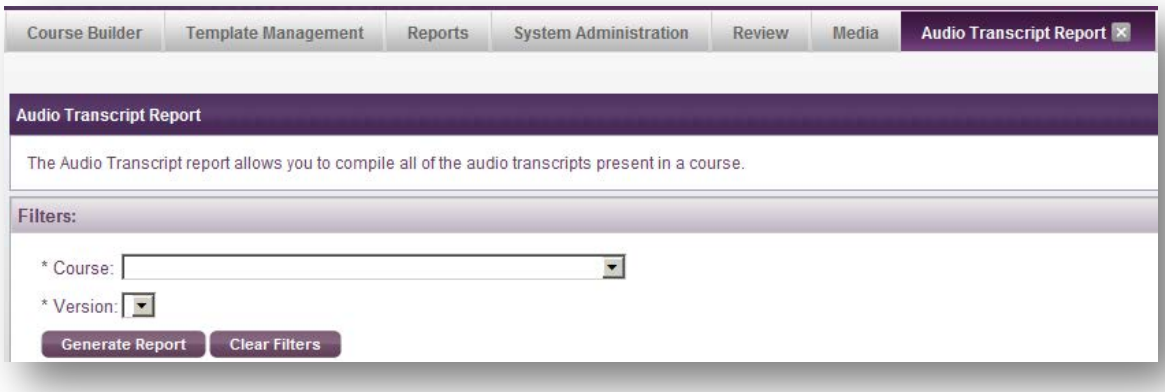
- **Audio Transcript Report –** Compile audio transcripts for one or more courses to which you have access.
- **Course Status Report –** View courses by creation date and/or status.
- **Errors/Warnings Report –** View a list of publishing warnings and/or errors present in a course.
- **Personnel Allocation Report –** Generate a list of courses for which a particular individual is part of the course team.
- **Reviewer Comments Report –** Compile reviewer comments for a course.

The sections below provide the detailed steps for generating these reports.

11.1.3.1 Generate an Audio Transcript Report

You can compile audio transcripts for one or more courses to which you have access. Use the following steps to generate the **Audio Transcript Report**:

1. Click the Reports Tab. Under the **Reports gadget**, select **Audio Transcript Report** from the list of reports. The *Audio Transcript Report* workspace opens.

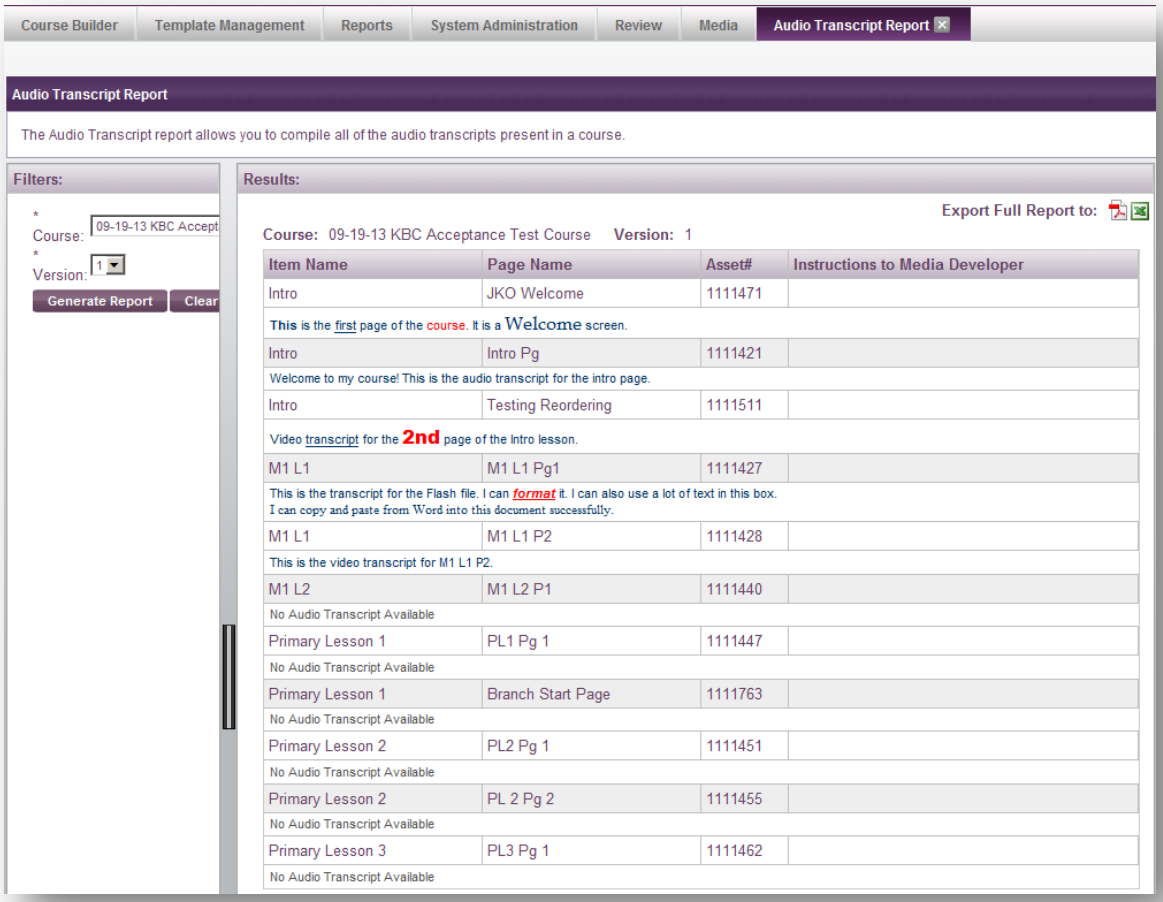


2. Select a **Course** and **Version** from the dropdown lists.

   Note: The list is in alphabetical order and includes only those courses to which you have access. The *Version* list defaults to the latest version and lists all course versions regardless of course version status.

3. Click **Generate Report**. The **Audio Transcript Report** appears in the *Reports* workspace *Results pane.*

   Note: It may take a few moments for the report to be generated and appear in the *Results* pane.


Course Builder
Template Management
Reports
System Administration
Review
Media
Audio Transcript Report
Audio Transcript Report
The Audio Transcript report allows you to compile all of the audio transcripts present in a course.
Filters:
Course: 09-19-13 KBC Accept
Version: 1
Generate Report
Clear
Results:
Export Full Report to:
Course: 09-19-13 KBC Acceptance Test Course Version: 1
Item Name | Page Name | Asset# | Instructions to Media Developer
Intro | JKO Welcome | 1111471
This is the first page of the course. It is a Welcome screen.
Intro | Intro Pg | 1111421
Welcome to my course! This is the audio transcript for the intro page.
Intro | Testing Reordering | 1111511
Video transcript for the 2nd page of the Intro lesson.
M1 L1 | M1 L1 Pg1 | 1111427
This is the transcript for the Flash file. I can format it. I can also use a lot of text in this box.
I can copy and paste from Word into this document successfully.
M1 L1 | M1 L1 P2 | 1111428
This is the video transcript for M1 L1 P2.
M1 L2 | M1 L2 P1 | 1111440
No Audio Transcript Available
Primary Lesson 1 | PL1 Pg 1 | 1111447
No Audio Transcript Available
Primary Lesson 1 | Branch Start Page | 1111763
No Audio Transcript Available
Primary Lesson 2 | PL2 Pg 1 | 1111451
No Audio Transcript Available
Primary Lesson 2 | PL 2 Pg 2 | 1111455
No Audio Transcript Available
Primary Lesson 3 | PL3 Pg 1 | 1111462
No Audio Transcript Available

4. *Optional*. Export the report to a PDF ( ) or Excel ( ) file using the appropriate button.

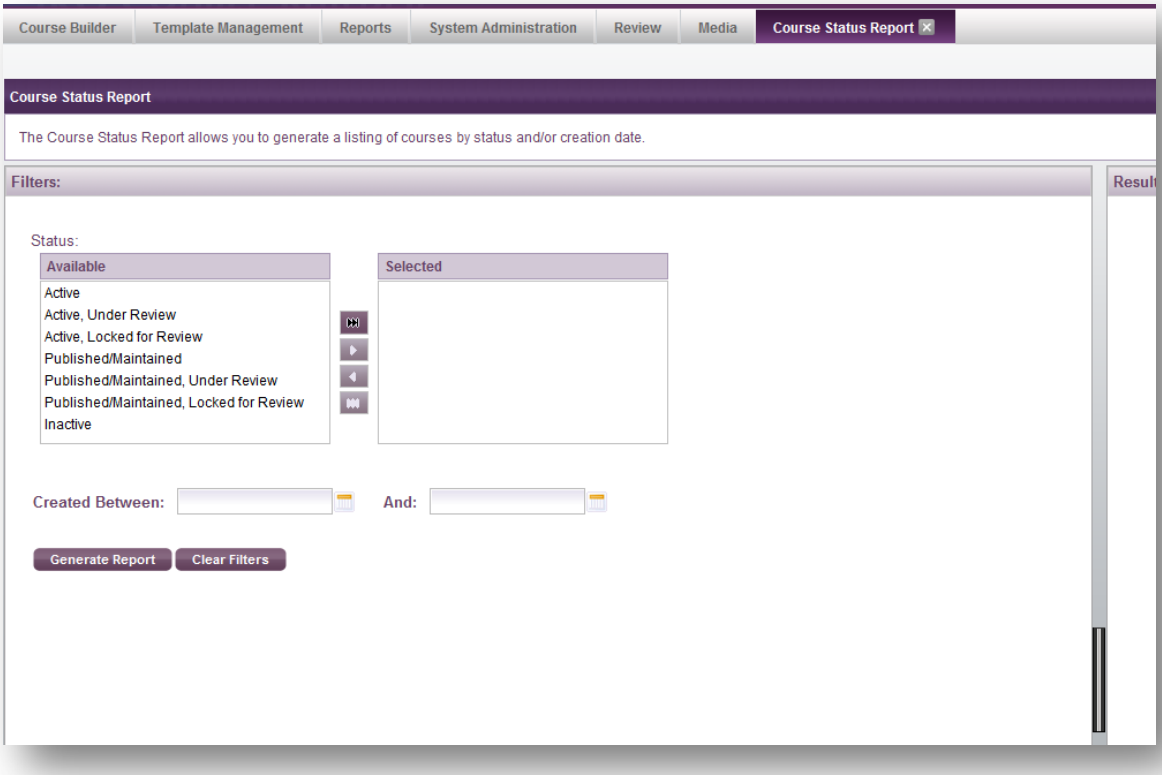
5. *Optional*. Change the filters and click **Generate Report** to generate a new report using the updated filters.

6. Click the **Close icon (X)** on the **Audio Transcript Report** workspace tab to close the report workspace. You are returned to the Reports Tab.

11.1.3.2 Generate a Course Status Report

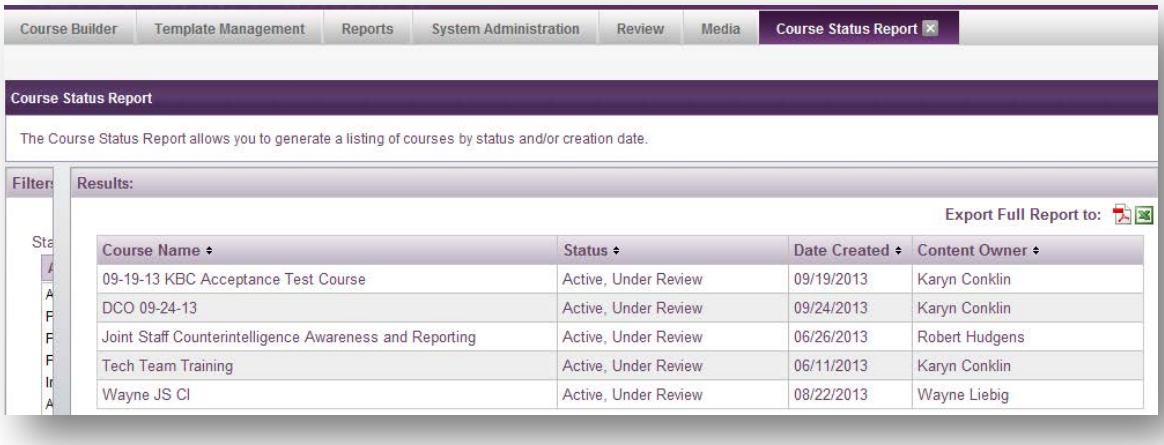
You can view courses by creation date and/or status. Use the following steps to generate the **Course Status Report**:

1. Click the Reports Tab. Under the **Reports gadget**, select **Course Status Report** from the list of reports. The *Course Status Report* workspace opens.



2. Use the filtering options to limit the course list by status and creation date.
3. Click **Generate Report**. The **Course Status Report** appears in the *Reports* workspace *Results pane.*

   Note: It may take a few moments for the report to be generated and appear in the *Results* pane.



4. *Optional*. Export the report to a PDF ( ) or Excel ( ) file using the appropriate button.

5. *Optional*. Change the filters and click **Generate Report** to generate a new report using the updated filters.

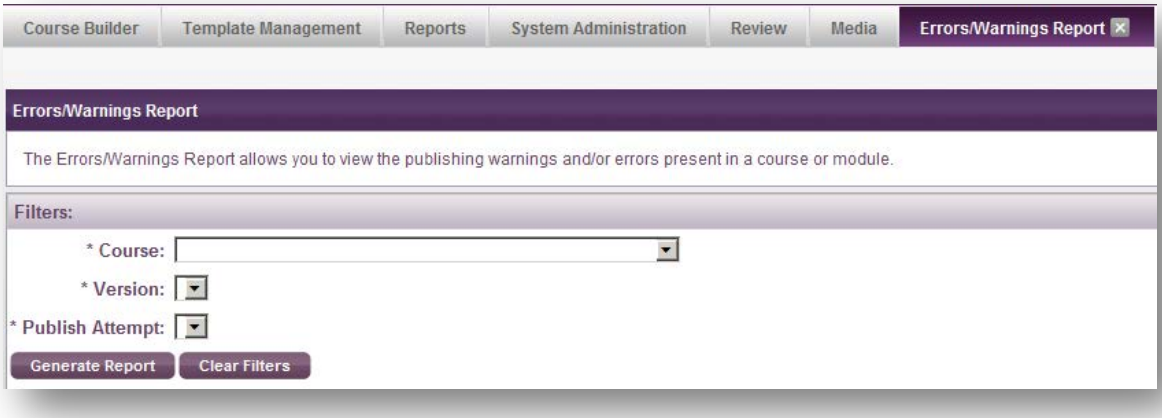
6. Click the **Close icon (X)** on the **Course Status Report** workspace tab to close the report workspace. You are returned to the Reports Tab.

11.1.3.3 Generate an Errors/Warnings Report

You can view a list of publishing warnings and/or errors present in a course. If your course fails to publish, you will receive a *Publish Failed* message in your **Inbox** (on the Course Builder Tab). You can use this report to get more detailed information about why the course is failing to publish.

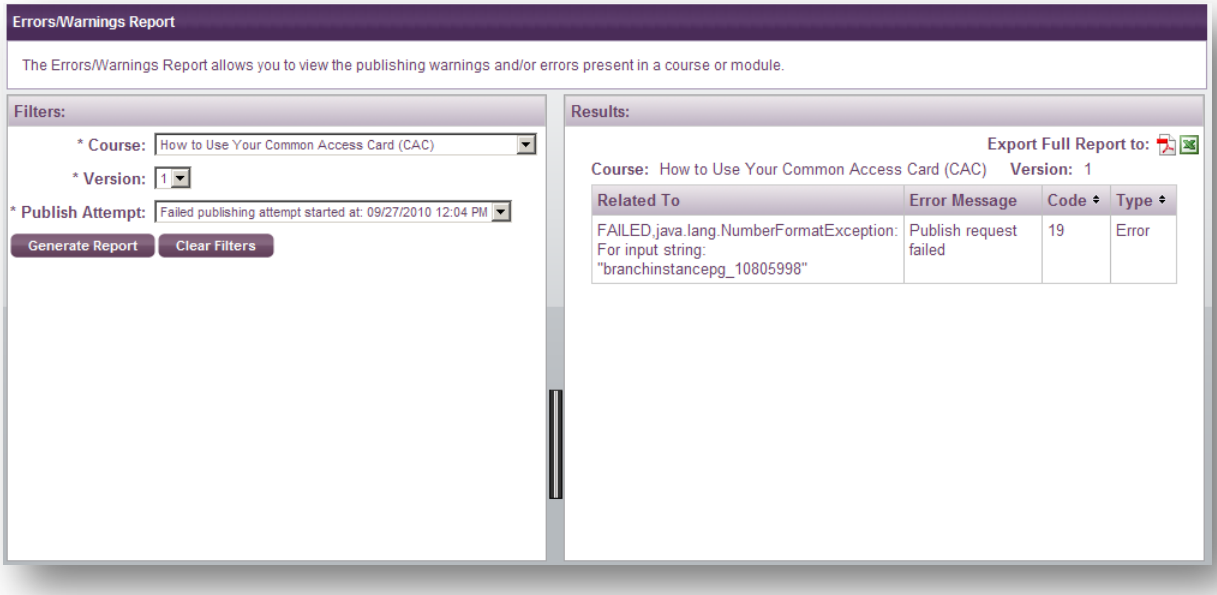
Use the following steps to generate the **Errors/Warnings Report**:

1. Click the Reports Tab. Under the **Reports gadget**, select **Errors/Warnings Report** from the list of reports. The *Errors/Warnings Report* workspace opens.



2. Select a **Course** and **Version** from the dropdown lists.
3. *Optional:* If there have been failed publish requests for the **Course** and **Version**, they will be available for selection under in the dropdown next to **Publish Attempt**. Select the specific failed Publish Attempt for which you wish to run the **Errors/Warnings Report**.
4. Click **Generate Report**. The **Errors/Warnings Report** appears in the *Reports* workspace *Results pane.*

   Note: It may take a few moments for the report to be generated and appear in the *Results* pane.


Errors/Warnings Report
The Errors/Warnings Report allows you to view the publishing warnings and/or errors present in a course or module.
Filters:
* Course: How to Use Your Common Access Card (CAC)
* Version: 1
* Publish Attempt: Failed publishing attempt started at: 09/27/2010 12:04 PM
Generate Report
Clear Filters
Results:
Export Full Report to:
Course: How to Use Your Common Access Card (CAC) Version: 1
Related To
Error Message
Code
Type
FAILED,java.lang.NumberFormatException: For input string: "branchinstancepg_10805998"
Publish request failed
19
Error

5. *Optional*. Export the report to a PDF ( ) or Excel ( ) file using the appropriate button.

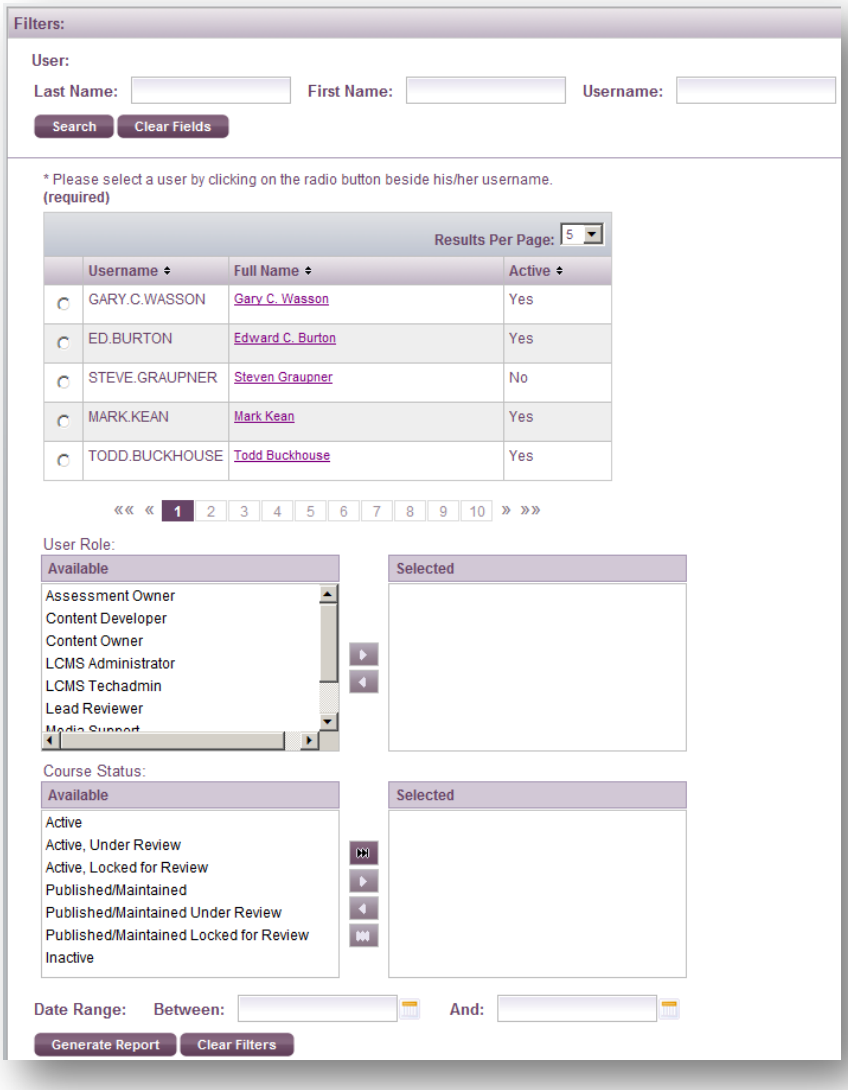
6. *Optional*. Change the filters and click **Generate Report** to generate a new report using the updated filters.

7. Click the **Close icon (X)** on the **Errors/Warnings Report** workspace tab to close the report workspace. You are returned to the Reports Tab.

11.1.3.4 Generate a Personnel Allocation Report

You can generate a list of courses for which a particular individual is assigned to the course team. Use the following steps to generate the **Personnel Allocation Report**:

1. Click the Reports Tab. Under the **Reports gadget**, select **Personnel Allocation Report** from the list of reports. The *Personnel Allocation Report* workspace opens.



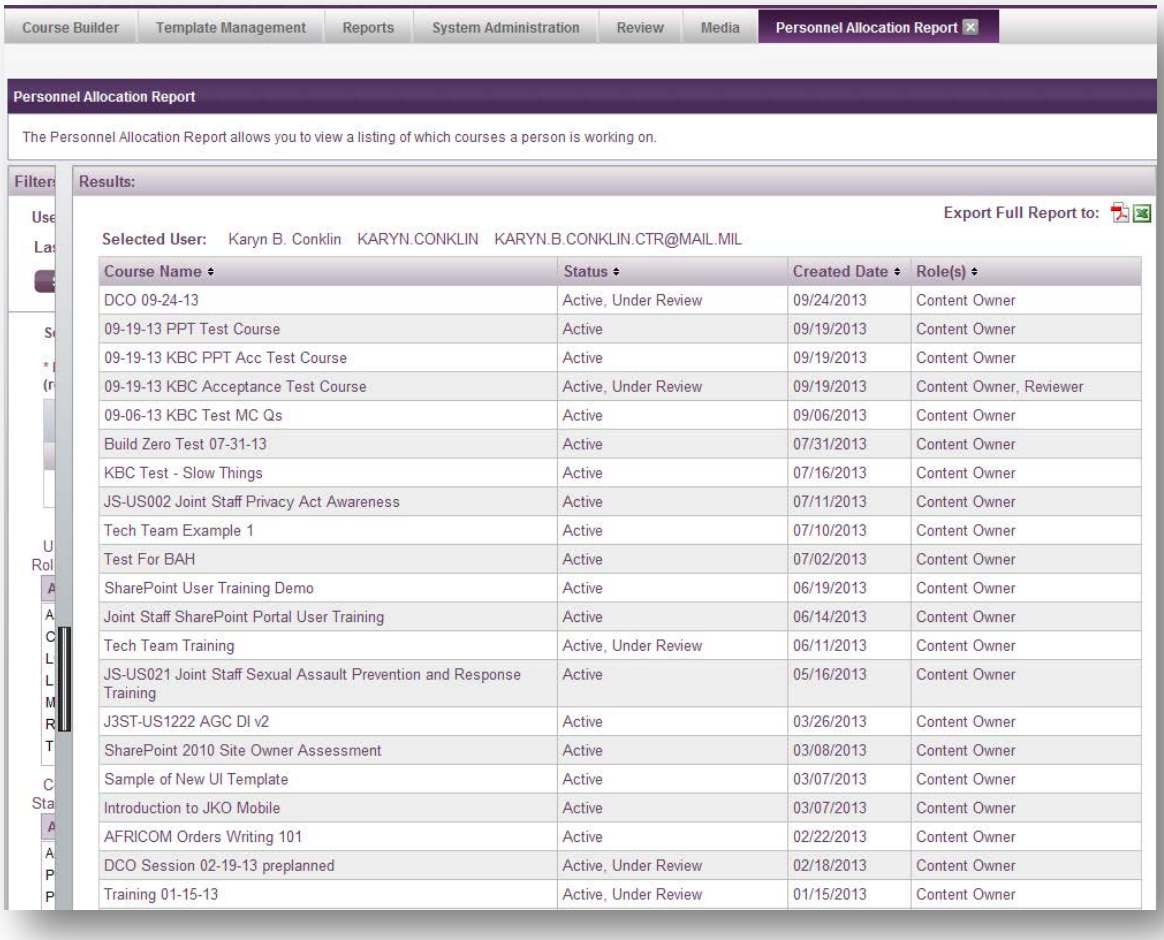
2. Select the button next to the name of the user for whom you want to run the **Personnel Allocation Report**.

Note: You can filter the list of users by entering all or a portion of the user's first name, last name or user name and clicking **Search**.

3. Use the filtering options to limit the course list in the report by user role, course status and/or the creation date of the course.

4. Click **Generate Report**. The **Personnel Allocation Report** appears in the *Reports* workspace in the *Results* pane.

   Note: It may take a few moments for the report to be generated and appear in the *Results* pane.



Course Name	Status	Created Date	Role(s)
DCO 09-24-13	Active, Under Review	09/24/2013	Content Owner
09-19-13 PPT Test Course	Active	09/19/2013	Content Owner
09-19-13 KBC PPT Acc Test Course	Active	09/19/2013	Content Owner
09-19-13 KBC Acceptance Test Course	Active, Under Review	09/19/2013	Content Owner, Reviewer
09-06-13 KBC Test MC Qs	Active	09/06/2013	Content Owner
Build Zero Test 07-31-13	Active	07/31/2013	Content Owner
KBC Test - Slow Things	Active	07/16/2013	Content Owner
JS-US002 Joint Staff Privacy Act Awareness	Active	07/11/2013	Content Owner
Tech Team Example 1	Active	07/10/2013	Content Owner
Test For BAH	Active	07/02/2013	Content Owner
SharePoint User Training Demo	Active	06/19/2013	Content Owner
Joint Staff SharePoint Portal User Training	Active	06/14/2013	Content Owner
Tech Team Training	Active, Under Review	06/11/2013	Content Owner
JS-US021 Joint Staff Sexual Assault Prevention and Response Training	Active	05/16/2013	Content Owner
J3ST-US1222 AGC DI v2	Active	03/26/2013	Content Owner
SharePoint 2010 Site Owner Assessment	Active	03/08/2013	Content Owner
Sample of New UI Template	Active	03/07/2013	Content Owner
Introduction to JKO Mobile	Active	03/07/2013	Content Owner
AFRICOM Orders Writing 101	Active	02/22/2013	Content Owner
DCO Session 02-19-13 preplanned	Active, Under Review	02/18/2013	Content Owner
Training 01-15-13	Active, Under Review	01/15/2013	Content Owner

5. *Optional*. Export the report to a PDF ( ) or Excel ( ) file using the appropriate button.

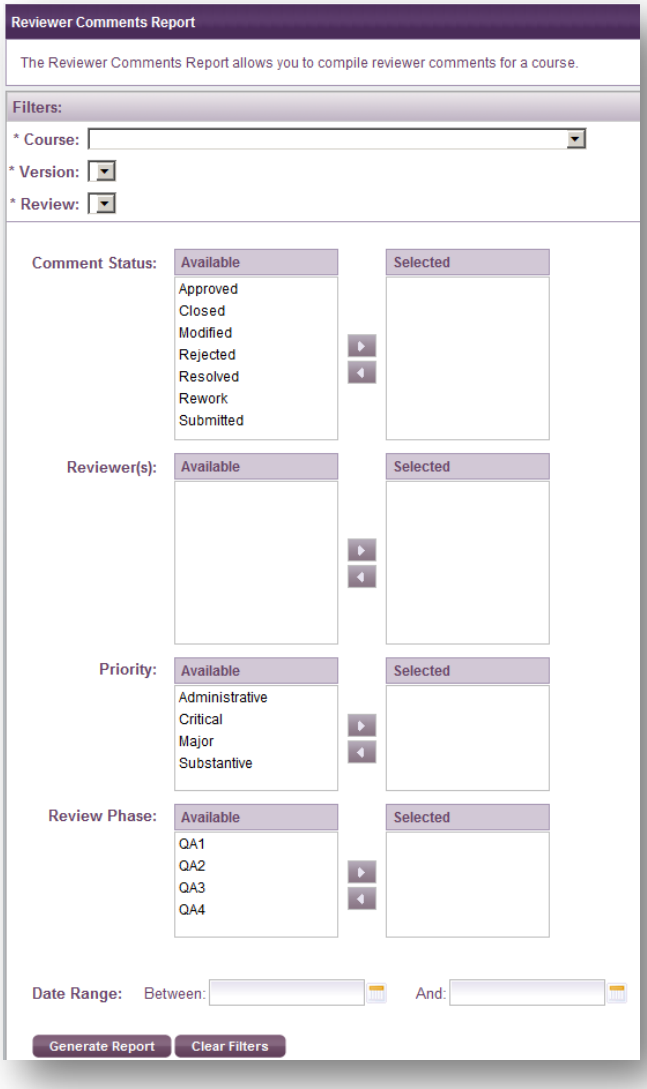
6. *Optional*. Change the filters and click **Generate Report** to generate a new report using the updated filters.

7. Click the **Close icon (X)** on the **Personnel Allocation Report** workspace tab to close the report workspace. You are returned to the Reports Tab.

11.1.3.5 Generate a Reviewer Comments Report

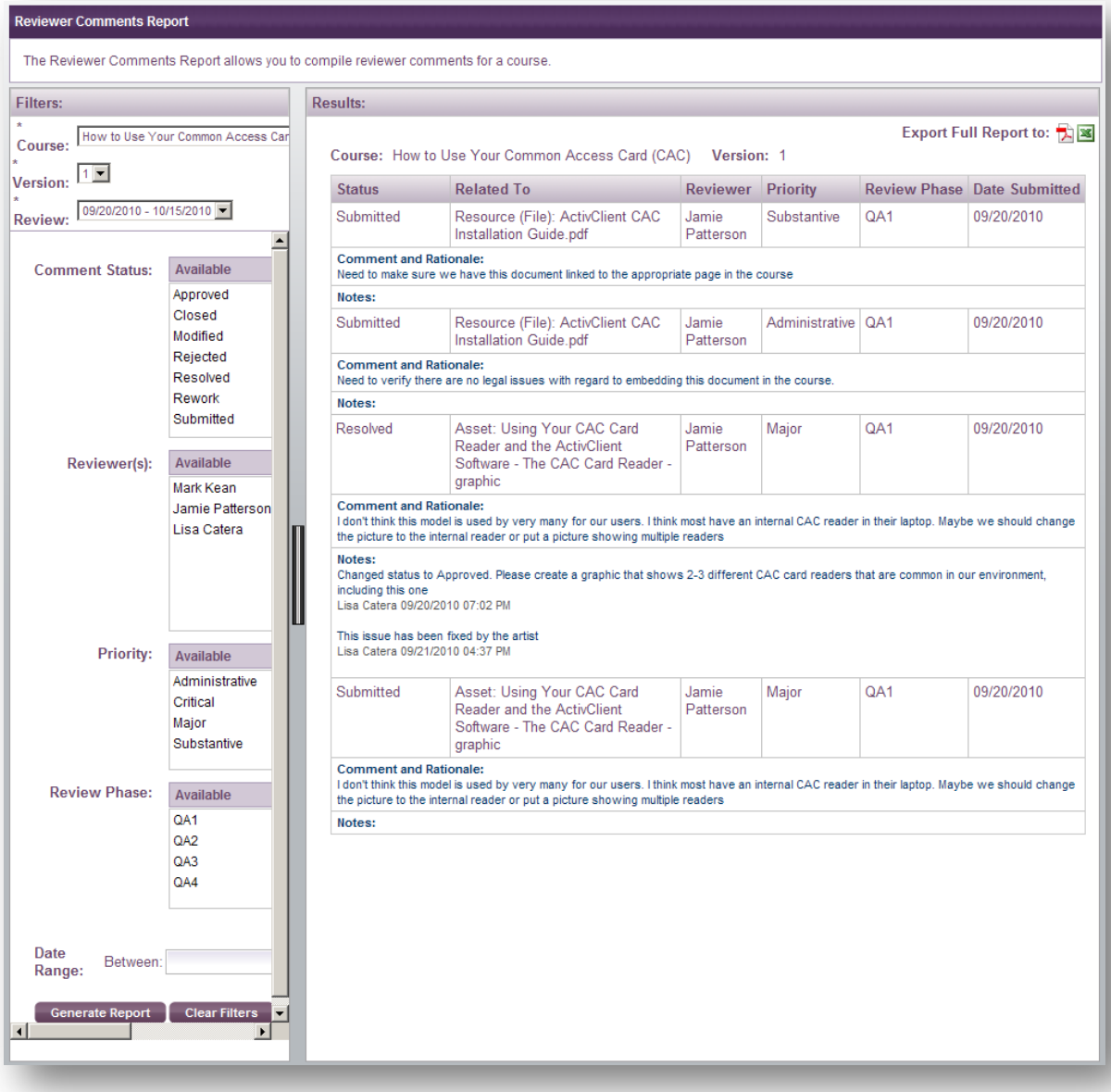
You can compile reviewer comments for a course. Use the following steps to generate the **Reviewer Comments Report:**

1. Click the Reports Tab. Under the **Reports gadget**, select **Reviewer Comments Report** from the list of reports. The *Reviewer Comments Report* workspace opens.



2. Select a **Course**, **Version** and **Review Period** from the dropdown lists.
3. Use the filtering options to limit the reviewer comments contained in the report by comment status, Reviewer(s), priority, review phase and/or the date range when the comments were made.
4. Click **Generate Report**. The **Reviewer Comments Report** appears in the *Reports* workspace in the *Results* pane.

Note: It may take a few moments for the report to be generated and appear in the *Results* pane.


Reviewer Comments Report
The Reviewer Comments Report allows you to compile reviewer comments for a course.
Filters:
Course: How to Use Your Common Access Car
Version: 1
Review: 09/20/2010 - 10/15/2010
Comment Status: Available
Approved
Closed
Modified
Rejected
Resolved
Rework
Submitted
Reviewer(s): Available
Mark Kean
Jamie Patterson
Lisa Catera
Priority: Available
Administrative
Critical
Major
Substantive
Review Phase: Available
QA1
QA2
QA3
QA4
Date Range: Between:
Generate Report
Clear Filters
Results:
Export Full Report to:
Course: How to Use Your Common Access Card (CAC) Version: 1
Status | Related To | Reviewer | Priority | Review Phase | Date Submitted
Submitted | Resource (File): ActivClient CAC Installation Guide.pdf | Jamie Patterson | Substantive | QA1 | 09/20/2010
Comment and Rationale:
Need to make sure we have this document linked to the appropriate page in the course
Notes:
Submitted | Resource (File): ActivClient CAC Installation Guide.pdf | Jamie Patterson | Administrative | QA1 | 09/20/2010
Comment and Rationale:
Need to verify there are no legal issues with regard to embedding this document in the course.
Notes:
Resolved | Asset: Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic | Jamie Patterson | Major | QA1 | 09/20/2010
Comment and Rationale:
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
Notes:
Changed status to Approved. Please create a graphic that shows 2-3 different CAC card readers that are common in our environment, including this one
Lisa Catera 09/20/2010 07:02 PM
This issue has been fixed by the artist
Lisa Catera 09/21/2010 04:37 PM
Submitted | Asset: Using Your CAC Card Reader and the ActivClient Software - The CAC Card Reader - graphic | Jamie Patterson | Major | QA1 | 09/20/2010
Comment and Rationale:
I don't think this model is used by very many for our users. I think most have an internal CAC reader in their laptop. Maybe we should change the picture to the internal reader or put a picture showing multiple readers
Notes:

5. *Optional*. Export the report to a PDF ( ) or Excel ( ) file using the appropriate button.
6. *Optional*. Change the filters and click **Generate Report** to generate a new report using the updated filters.
7. Click the **Close icon (X)** on the **Reviewer Comments Report** workspace tab to close the report workspace. You are returned to the Reports Tab.

12. Template Management Tab

The Template Management tab contains the gadgets used by a Template Developer to create new User Interface (UI) Templates and Content Layout Templates (CLTs) for use by Course Owners and Course Developers.

Templates are used within JKO Course Builder to enable rapid content development while ensuring a consistent look and feel within the course and other courses within a curriculum or set of courses for a given target audience.

Templates allow Instructional Designers and Media Developers to focus on the unique content of the course they are developing, and keep them from having to re-invent the content and code associated with the overall look and feel of the course.

UI Templates define the overall look and feel of the course. This includes the border for each screen, the navigational and common control buttons that appear on each screen, and the background image. The UI Template is a 'skin' around the course content area that can be changed independent of the content layout.

Content Layout Templates (CLTs) define the layout of the content on a given page within the course. The CLT for a given page defines the content assets (ex. text box(es), graphic(s), Flash animation(s), and/or video(s)) that can appear on a page, along with the size and location of those assets.

Note: UI Templates and CLTs are independent of each other. The Course Owner for a given course can mix and match different UI Templates with various CLTs. However, in general, for the combination (UI and CLT) to work well, the content area of the CLT must be less than or equal to the size of the content area defined in the UI Template. That is to say the UI Template has precedence and the CLT must fit within the UI Template.

12.1 User Interface (UI) Templates Gadget

The **User Interface (UI) Templates gadget** is accessible on the *Template Management* Tab and provides the functionality for users to create and use templates that determine the look and feel of the eLearning screen within courses. There are two types of user interfaces – full sized screens and pop-up windows. These templates allow customization of the user interface within eLearning courses, including fonts, logos, backgrounds, banners, navigation, and other details. This gadget gives you the ability to create new user interfaces, and copy or reuse existing templates for future courses.

The following table lists the icons used within this gadget.

Table 8: UI Template Gadget Icons

ICON	FUNCTION
	Contextual Help – this icon opens a modal window that provides contextual help.
	Preview – this icon allows you to preview a UI template.
	Copy – this icon allows you to copy a UI template.

ICON	FUNCTION
	Export – this icon allows you to export and download a UI template.
	Delete – this icon is used to delete a template.
	Locked – this icon indicates that the template is locked.
	Upload – this icon allows you to upload files.

12.1.1 UI Templates Tabs

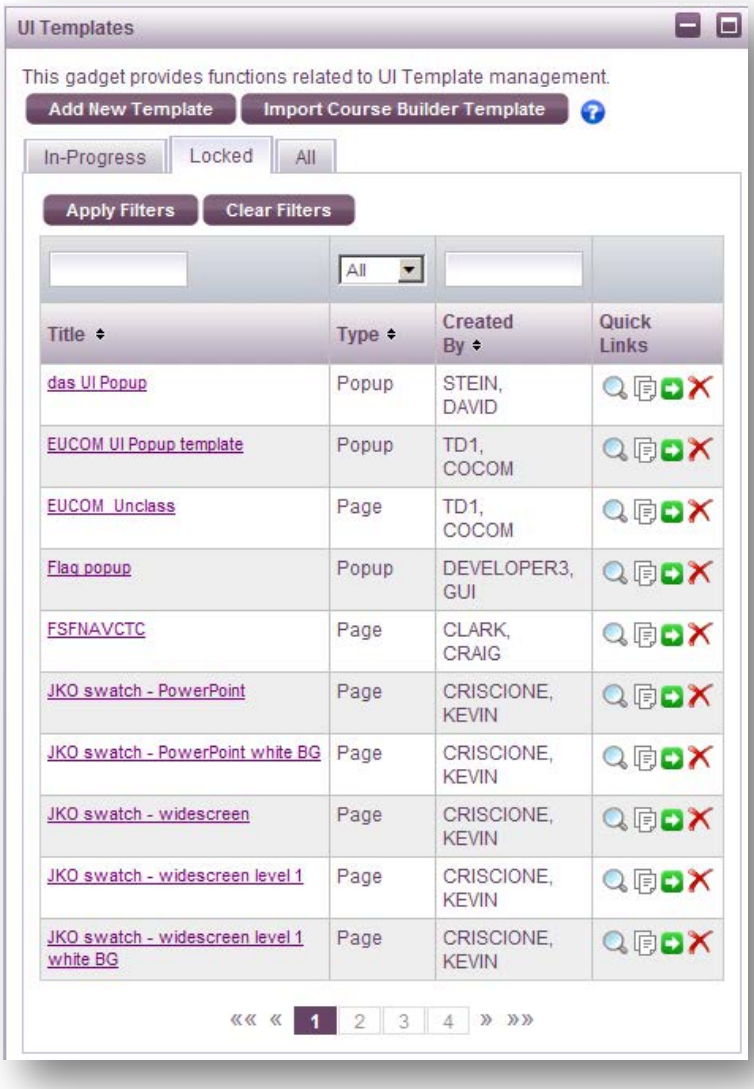
The **UI Templates gadget** is organized under three tabs:

- **In-Progress** – contains information on all UI Templates that are not finalized. In-progress UI Templates are not available to Course Owners for use in a course.
- **Locked** – contains information on all UI Templates that have been locked and may be selected for use in new or existing courses.
- **All** – contains information on all UI Templates.

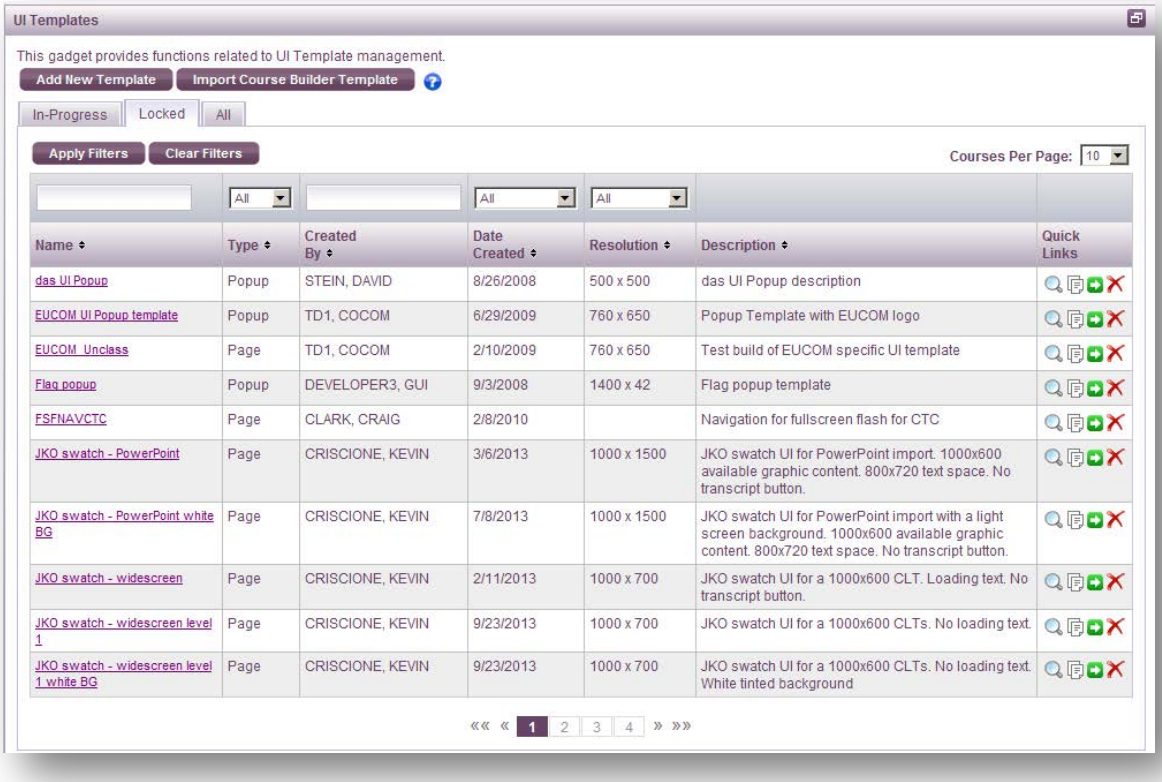
Each tab contains the following information:

- **Title** – provides the name of the UI Template. If you hover over the title, you will see a description of the template.
- **Type** – identifies whether the UI Template is for a page or a popup window.
- **Created By** – identifies the name of the creator of the UI Template.
- **Date Created** – provides the date the UI Template was created.
- **Quick Links** – provides icons to preview, edit, copy, export, and delete UI Templates.

Minimized View


UI Templates
This gadget provides functions related to UI Template management.
Add New Template
Import Course Builder Template
In-Progress
Locked
All
Apply Filters
Clear Filters
All
Title
Type
Created By
Quick Links
das UI Popup
Popup
STEIN, DAVID
EUCOM UI Popup template
Popup
TD1, COCOM
EUCOM_Unclass
Page
TD1, COCOM
Flag popup
Popup
DEVELOPER3, GUI
FSFNAVCTC
Page
CLARK, CRAIG
JKO swatch - PowerPoint
Page
CRISCIONE, KEVIN
JKO swatch - PowerPoint white BG
Page
CRISCIONE, KEVIN
JKO swatch - widescreen
Page
CRISCIONE, KEVIN
JKO swatch - widescreen level 1
Page
CRISCIONE, KEVIN
JKO swatch - widescreen level 1 white BG
Page
CRISCIONE, KEVIN
«« « 1 2 3 4 » »»

Maximized View



Name	Type	Created By	Date Created	Resolution	Description	Quick Links
das UI Popup	Popup	STEIN, DAVID	8/26/2008	500 x 500	das UI Popup description	
EUCOM UI Popup template	Popup	TD1, COCOM	6/29/2009	760 x 650	Popup Template with EUCOM logo	
EUCOM_Unclass	Page	TD1, COCOM	2/10/2009	760 x 650	Test build of EUCOM specific UI template	
Flag popup	Popup	DEVELOPER3, GUI	9/3/2008	1400 x 42	Flag popup template	
FSFNAVCTC	Page	CLARK, CRAIG	2/8/2010		Navigation for fullscreen flash for CTC	
JKO swatch - PowerPoint	Page	CRISCIONE, KEVIN	3/6/2013	1000 x 1500	JKO swatch UI for PowerPoint import. 1000x600 available graphic content. 800x720 text space. No transcript button.	
JKO swatch - PowerPoint white BG	Page	CRISCIONE, KEVIN	7/8/2013	1000 x 1500	JKO swatch UI for PowerPoint import with a light screen background. 1000x600 available graphic content. 800x720 text space. No transcript button.	
JKO swatch - widescreen	Page	CRISCIONE, KEVIN	2/11/2013	1000 x 700	JKO swatch UI for a 1000x600 CLT. Loading text. No transcript button.	
JKO swatch - widescreen level 1	Page	CRISCIONE, KEVIN	9/23/2013	1000 x 700	JKO swatch UI for a 1000x600 CLTs. No loading text.	
JKO swatch - widescreen level 1 white BG	Page	CRISCIONE, KEVIN	9/23/2013	1000 x 700	JKO swatch UI for a 1000x600 CLTs. No loading text. White tinted background	

The maximized view provides the following additional information:

- **Resolution** – shows the screen resolution of each UI Template.
- **Description** – provides a description of the UI Template.

12.1.2 UI Templates Tasks

The UI Templates Tasks table lists the roles that have access to this gadget. This also identifies which roles within the application can perform the tasks associated with this gadget.

Table 9: UI Templates Tasks

JKO COURSE BUILDER ROLE	GADGET ACCESS
COURSE OWNER	
CONTENT DEVELOPER	
MEDIA DEVELOPER	
TEMPLATE DEVELOPER	✓
LEAD REVIEWER	

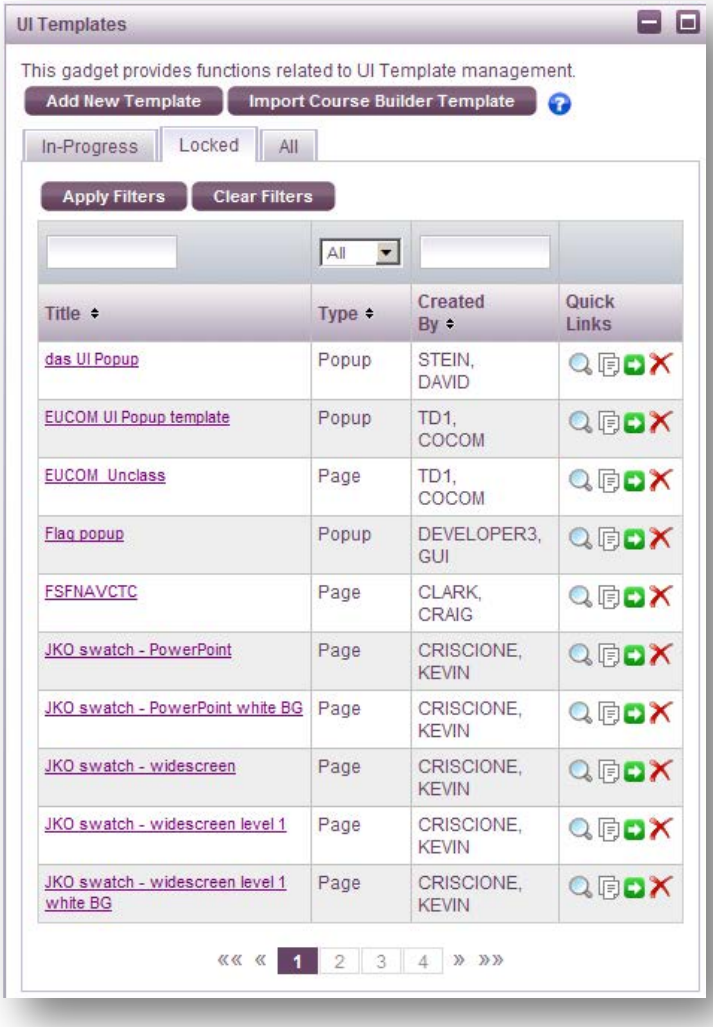
JKO COURSE BUILDER ROLE	GADGET ACCESS
REVIEWER	
LCMS TECHNICIAN	✓
LCMS ADMINISTRATOR	✓

12.1.2.1 View Existing UI Templates

You are able to view all existing UI Templates that are either in-progress or locked. You are also able to view the workspace details, view a preview of the template, and read a description of it.

Use the following steps to view existing UI Templates:

1. On the Template Management Tab, under the **UI Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab to view basic information about each UI Template.



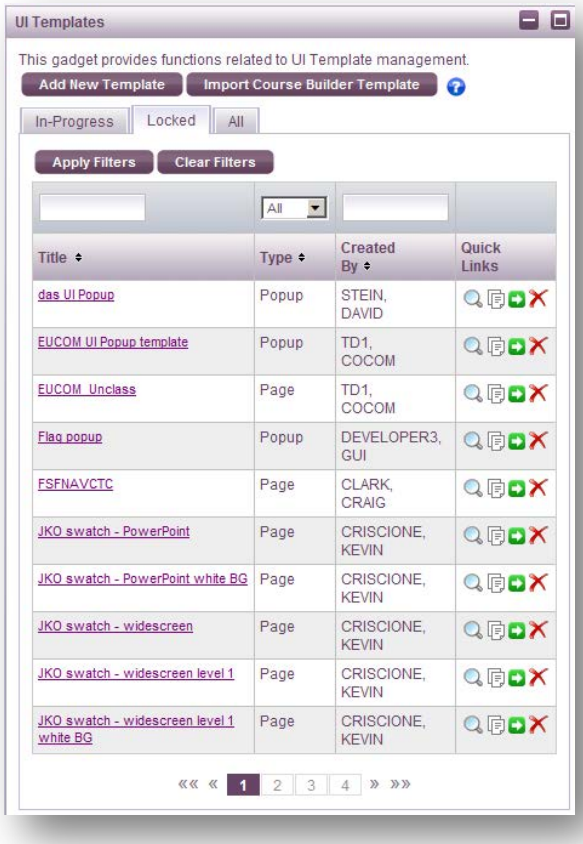
2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.
3. *Optional.* Hover over the **Title** to see a description of the template.
4. *Optional.* Under **Title**, click the name of the template to go to the UI Template workspace.
5. *Optional.* Under **Quick Links**, click **Preview** to see what the template looks like.

12.1.2.2 Add a New UI Template

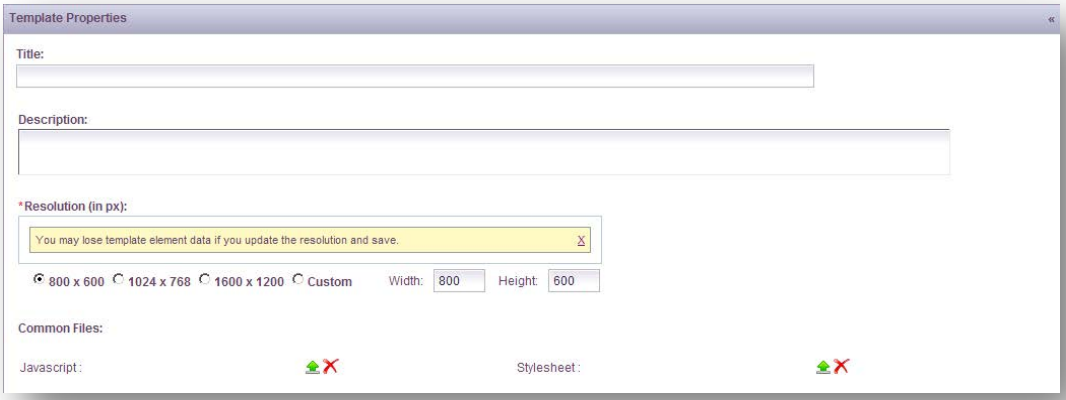
You have the ability to create new UI Templates with a customized look and feel for the screens. JKO Course Builder has built-in defaults for the look of background images, classification descriptions, and navigation and other buttons that typically appear on pages of an eLearning course. You select which elements you would like to include in your template, and the system provides a default location for each element on the screen. In addition, you have the ability to customize the look and feel of UI Templates by uploading new graphics or changing text and moving the location elements on the screen.

Use the following steps to add a new UI Template:

1. On the Template Management Tab, under the **UI Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab.



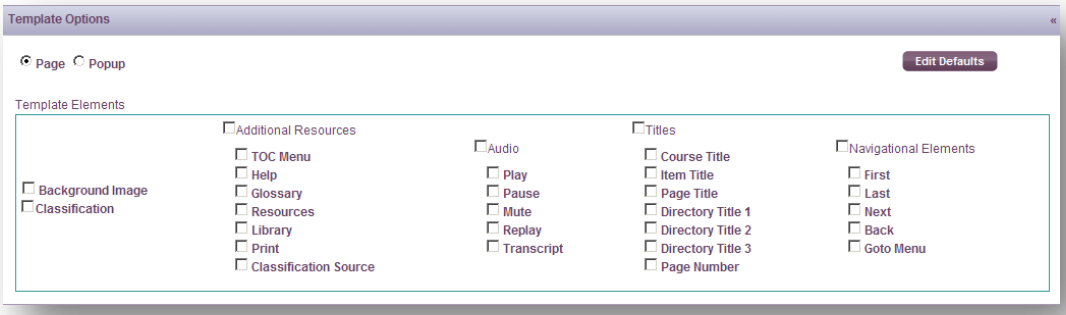
2. Click **Add New Template**. A *UI Template: New* workspace appears. You may save this workspace at any time after the required Type, Title, and Size settings have been assigned.



3. Under *Template Properties*, enter the following:

   - In the **Title** field, type a title for your template.
   - *Optional.* In the **Description** field, type a description of your template.
   - From the **Resolution (in px)** list, choose the resolution of your template. You may enter custom values by selecting the Custom option and entering the width and height in the boxes.
   - *Optional.* If you have custom JavaScript or a custom style sheet you would like to use in the template, click **Upload** ( ) next to the appropriate item and a dialog box appears that allows you browse to the file you want to upload. Once you have selected the file, you can upload it into the template.

4. Under *Template Options*, select the **Page** template.



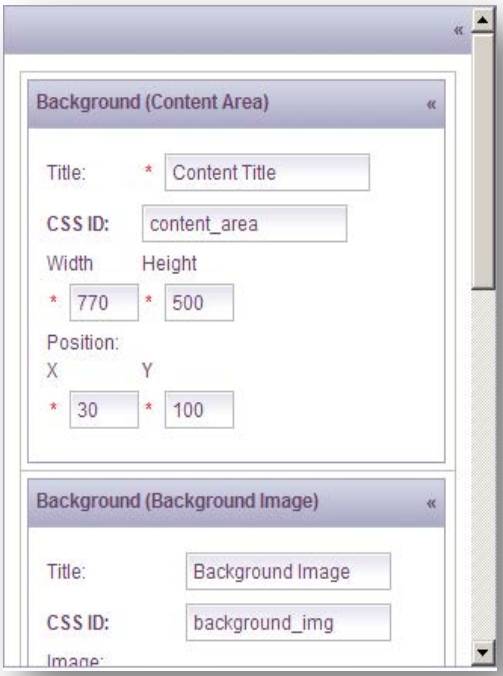
5. *Optional.* Select **Edit Defaults** to change the default settings. A warning message appears, and then a *UI Template: Default* tab appears. See Section 12.1.2.8 for more information on the *UI Template: Defaults* workspace.

6. Select the **Template Elements** you want to display on your eLearning screen. Elements selected appear in the *Template Design Space* section.

7. *Optional.* In the *Template Design Preview* section, click **Show Grid** or **Show Rulers** to provide those options.

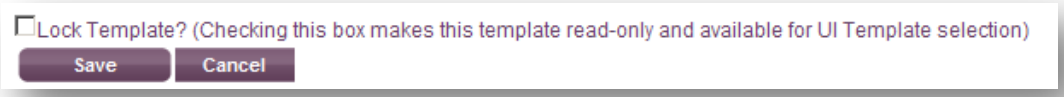
8. *Optional.* To adjust the placement and/or image design of any element, highlight that element in the *Template Design Preview*.

   - The *Element Properties* section displays information about elements, with the default values.
   - Edit any of the default values.



9. *Optional.* Click the **Preview in UI Templates** button to open a window displaying a preview of all the selected elements and how they would be displayed on the page.

10. *Optional*. Click **Lock Template** to make the template available for user selection. Once a UI Template is in use by one or more courses, it cannot be deleted. If a UI Template is edited after it is in use by one or more courses, the changes affect all courses using the UI Template and are visible the next time the given course is previewed, reviewed or published.



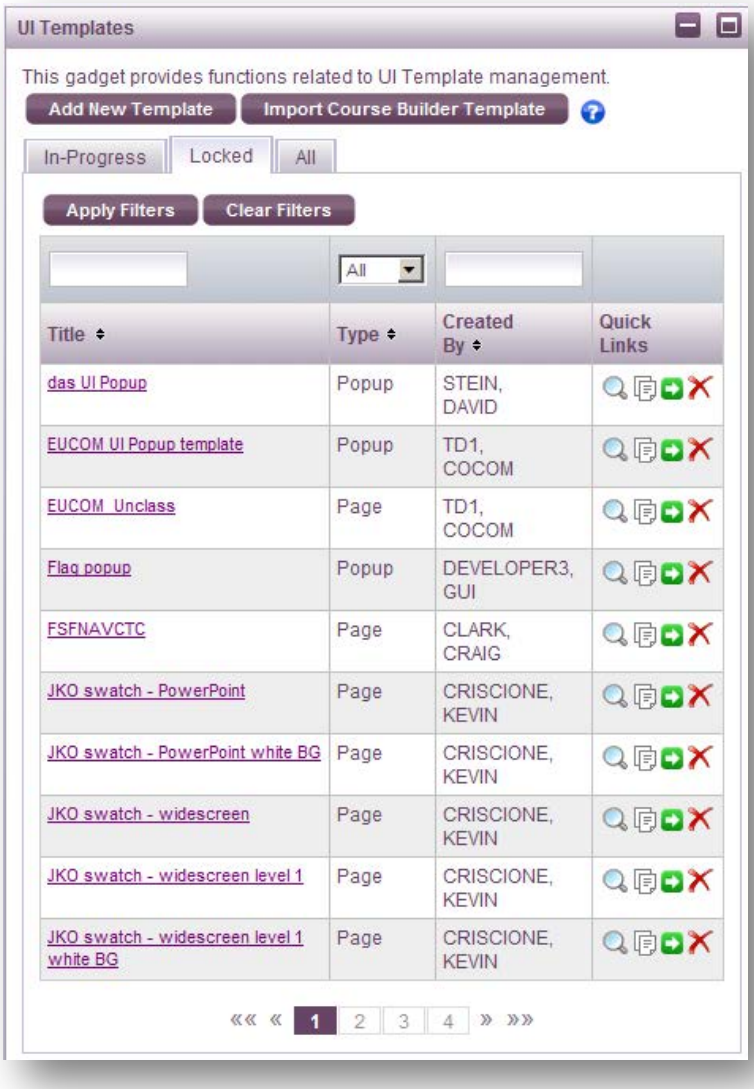
11. Click **Save**.

12.1.2.3 Import a JKO Course Builder User Interface (UI) Template

You can import JKO Course Builder UI Templates that were created on this server or another server running the most recent version of the JKO Course Builder application. The Zip file you select during the import operation must be a Zip file that was created by exporting a UI Template from a server running the JKO Course Builder application.

Use the following steps to import a JKO Course Builder template:

1. On the Template Management Tab, under the **UI Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab.



2. Click **Import Course Builder Template**. A dialog box appears will be used to select the Zip file containing the template that you want to import.

3. Select the **Add File** button on the dialog box and browse to the Zip file that contains the template that you want to import. Click **Upload** and then **Continue**.

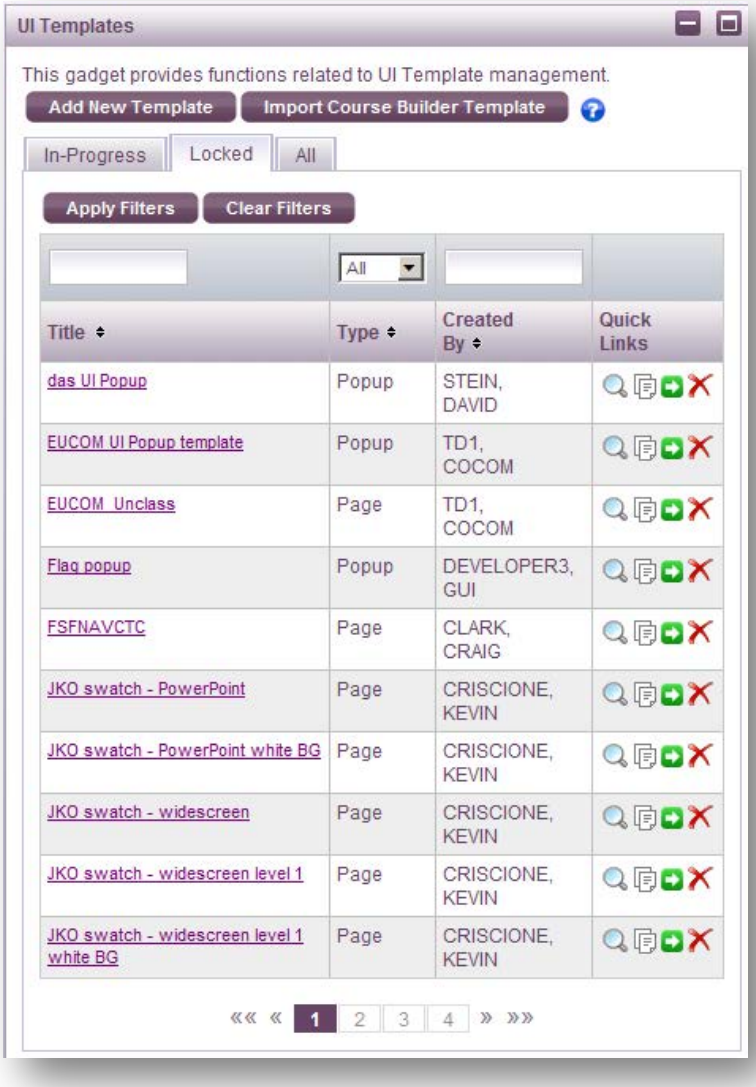
4. The template will be imported and have the name *copy_<original template name>.*

Note: After the template is imported, you can select the template and rename it by editing the **Title** field.

12.1.2.4 Edit a UI Template

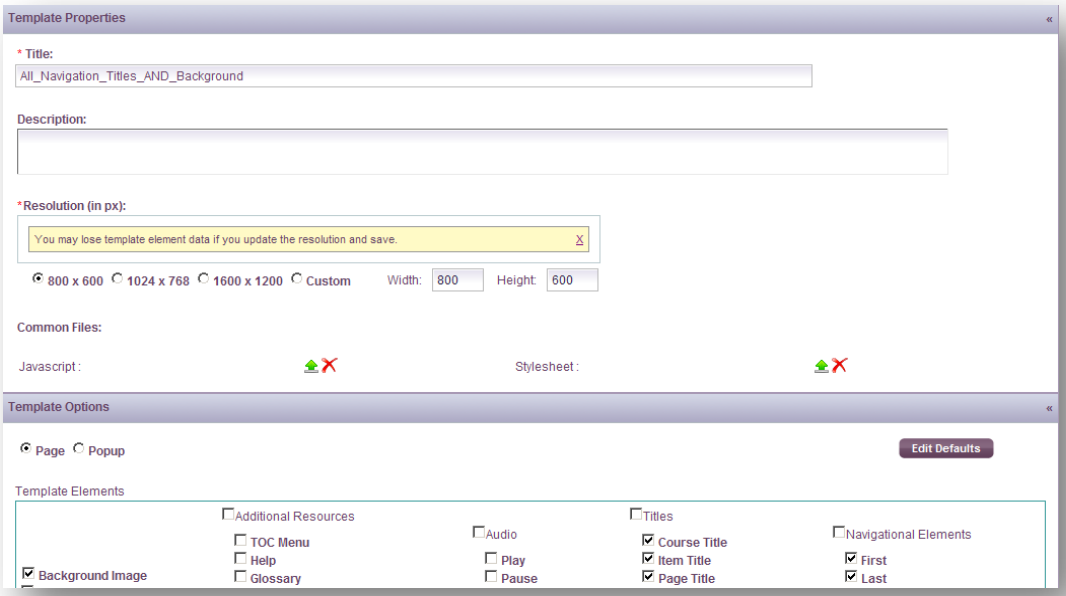
You are able to edit existing UI Templates. If the template is locked, a warning message appears when attempt to edit it. Use the following steps to edit a UI Template:

1. On the Template Management Tab, under the **UI Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab to view UI Templates.



2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.

3. For the template you would like to edit, click the title link. A *UI Template* workspace appears.

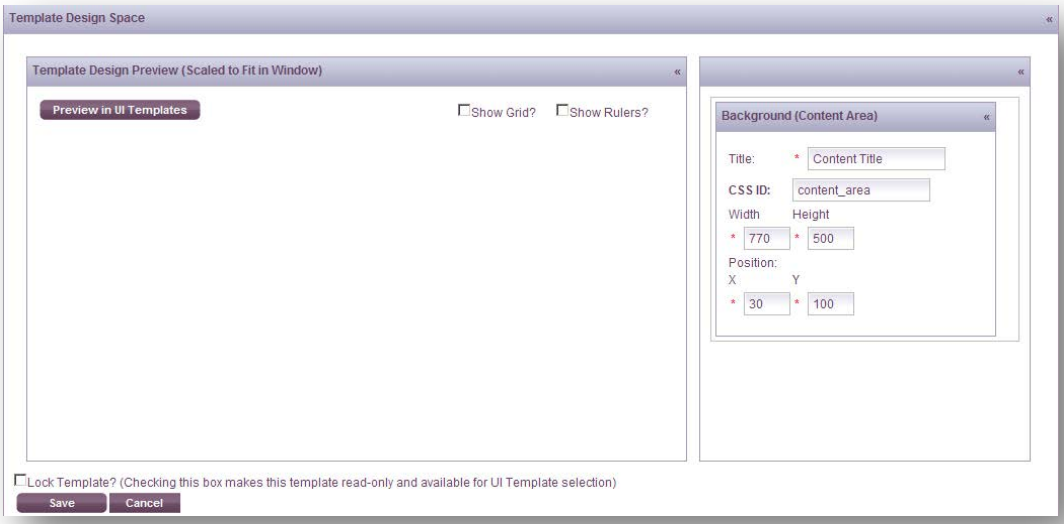


4. Under *Template Properties*, edit any of the following:

   - *Optional.* In the **Title** field, type a title for your template.
   - *Optional.* In the **Description** field, type a description of your template.
   - *Optional.* From the **Resolution (in px)** list, choose the resolution of your template. You may enter custom values by selecting the Custom option and entering the width and height in the boxes.
   - *Optional.* If you have custom JavaScript or a custom style sheet you would like to use in the template, click **Upload** ( ) next to the appropriate item and a dialog box appears that allows you browse to the file you want to upload. Once you have selected the file, you can upload it into the template.

5. *Optional.* Select **Edit Defaults** to change the default settings. A warning message appears, and then a *UI Template: Default* tab appears. See Section 12.1.2.8 for more information on the *UI Template: Defaults* workspace.

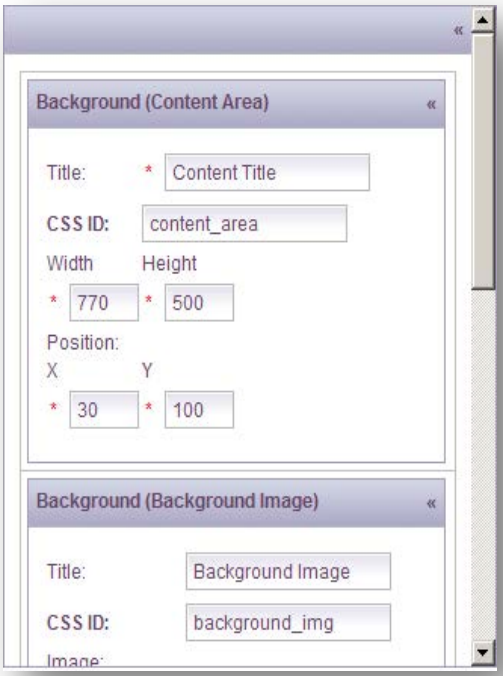
6. *Optional.* Select the **Template Elements** you want to display on your eLearning screen. Elements selected appear in the *Template Design Space* section.



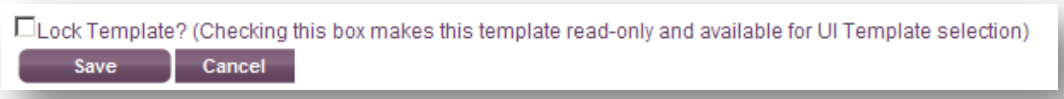
7. *Optional.* In the *Template Design Preview* section, click **Show Grid** or **Show Rulers** to provide those options.

8. *Optional.* To adjust the placement and/or image design of any element, highlight that element in the *Template Design Preview*.

    - The *Element Properties* section displays information about that element, with the default values.
    - Edit any of the values.



9. *Optional*. Click **Lock Template** to make the template available for user selection. Once a UI Template is in use by one or more courses, it cannot be deleted. If a UI Template is edited after it is in use by one or more courses, the changes affect all courses using the UI Template and are visible the next time the given course is previewed, reviewed or published.



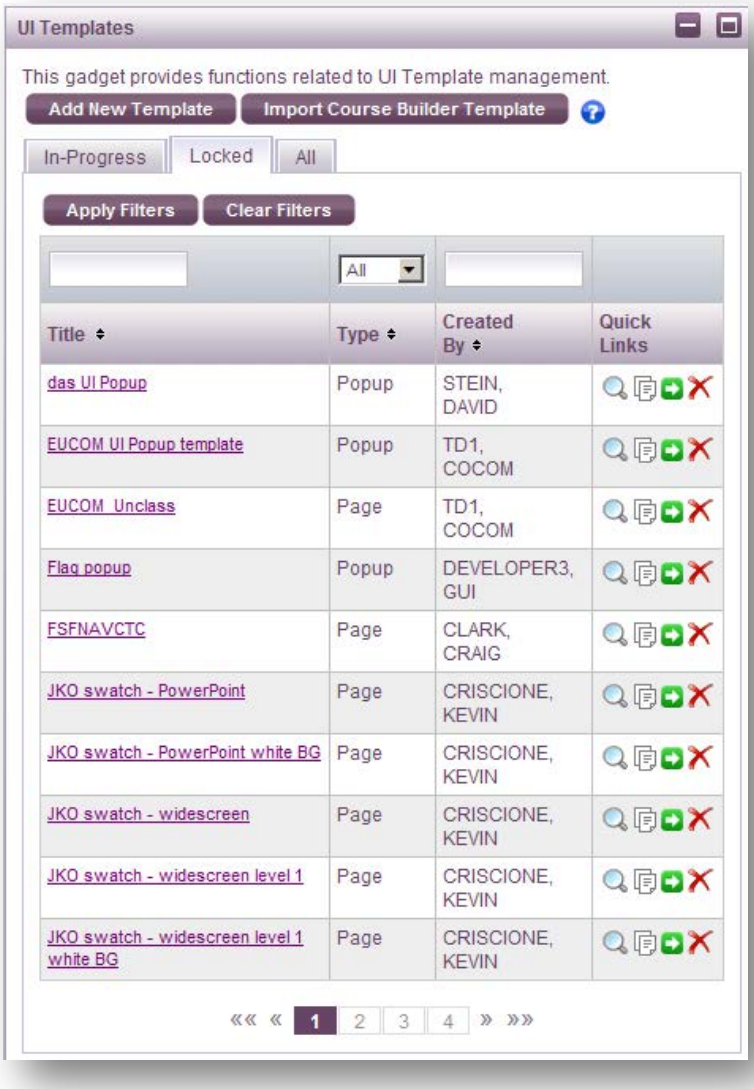
10. Click **Save**.

12.1.2.5 Copy a UI Template

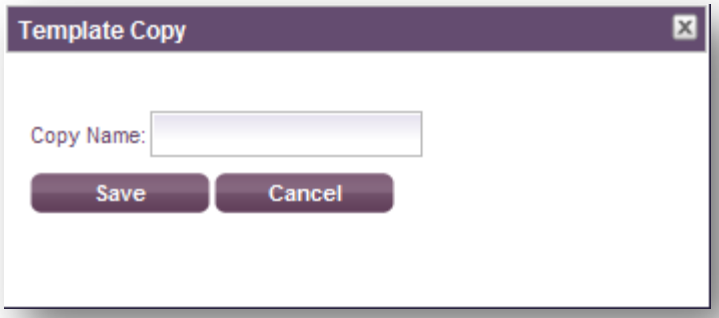
You are able to copy existing UI Templates to create new versions. For example, if an existing template contains most of features that you desire in your new UI Template, it is much quicker to copy the existing template and then make edits, rather than creating a new template from scratch.

Use the following steps to copy a UI Template:

1. On the Template Management Tab, under the **UI Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab to view UI Templates.



2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.
3. For the template you would like to copy, click the **Copy** icon ( ) under **Quick Links**.
4. In the *Template Copy* modal window, enter a new name for the copy.



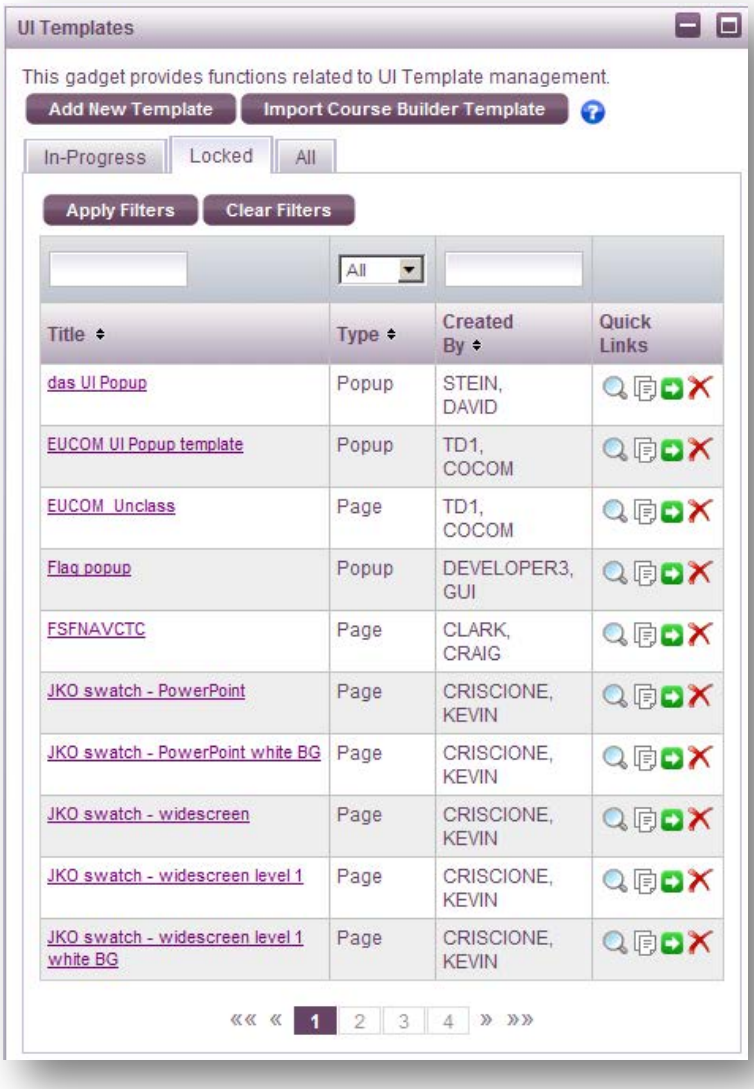
5. Click **Save**. The copy is added to the list.

12.1.2.6 Export a UI Template

You can export an existing JKO Course Builder UI Template to import it on this server or on another server running the most recent version of the JKO Course Builder application. When you export, a Zip file is created, which can be uploaded to another server running JKO Course Builder using the import function.

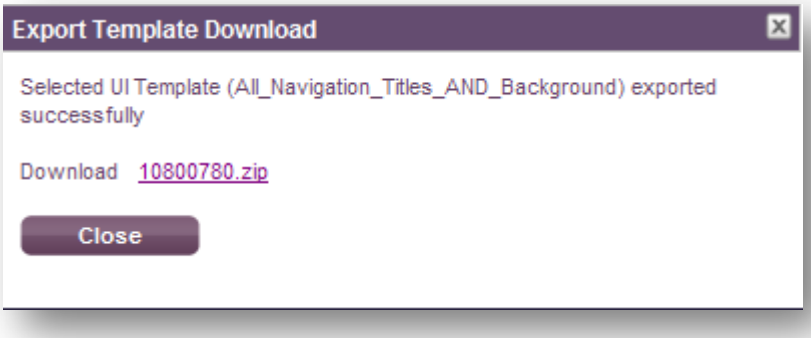
Use the following steps to export a UI Template:

1. On the Template Management Tab, under the **UI Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab to view UI Templates.



2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.

3. Under **Quick Links**, click the **Export** icon ( ) for the template you would like to export. The Zip file containing template you are exporting is generated. When the Zip file has been generated the screen displays the *Download <name of the Zip file>* containing the template.



4. Click on the name of the Zip file to download the Zip file to your system. The web browser provides you with a dialog box to save the file to your system.

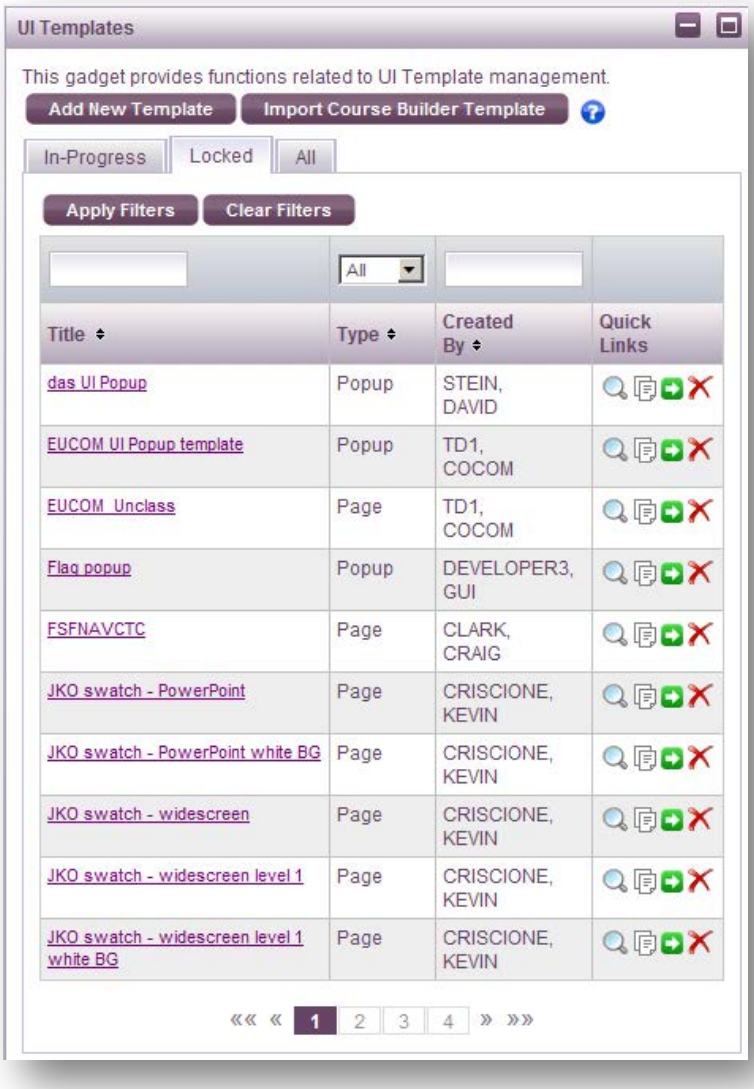
Note: Once you have downloaded the Zip file containing the template, you can give it (via file transfer, email attachment, etc.) to another JKO Course Builder user with Template Developer rights to import into their instance of the JKO Course Builder application.

12.1.2.7 Delete a UI Template

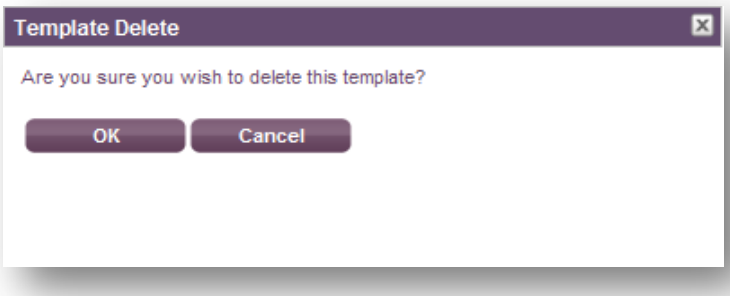
You are able to delete a UI Template if you are the template owner (meaning that you created it), it is not in use, and you no longer need it.

Use the following steps to delete a UI Template:

1. On the Template Management Tab, under the **UI Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab to view UI Templates.



2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.
3. For the template you would like to delete, under **Quick Links**, click the **Delete** icon (). A confirmation window appears.



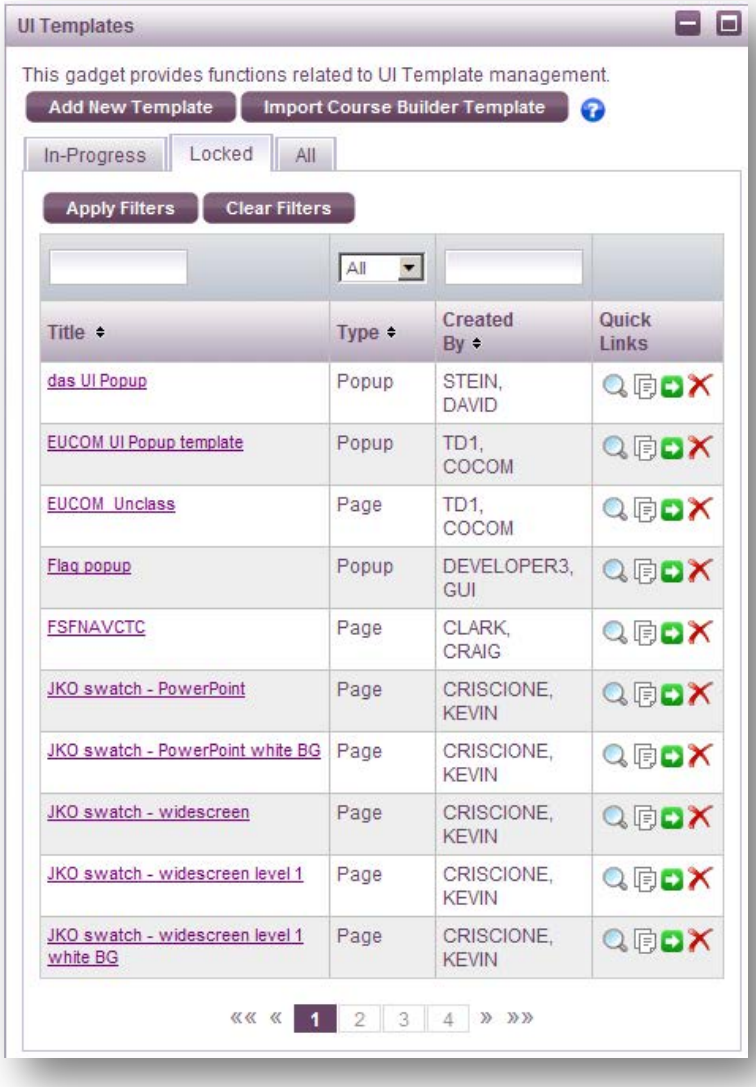
4. Press **OK**.

12.1.2.8 Change Default Settings for UI Templates

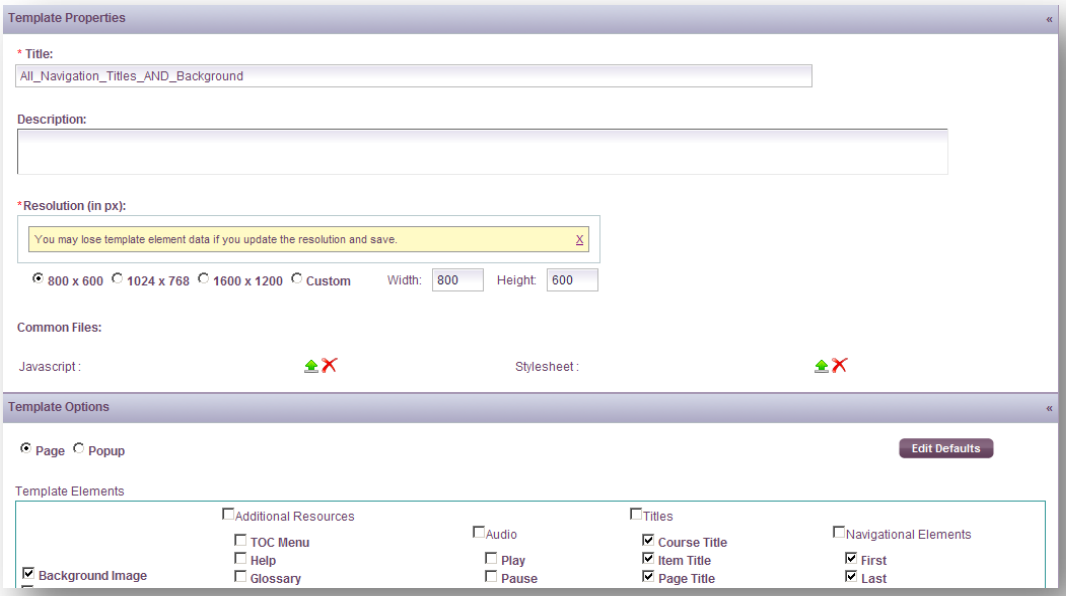
You are able to customize the default settings of UI Templates so that the default placement and look of the elements are specific to your organization's preferences. You can upload new graphic images and change the position of the element(s) on the template. Changing the default settings will affect all newly created UI Templates. It will NOT affect existing templates.

Use the following steps to change default settings for UI Templates:

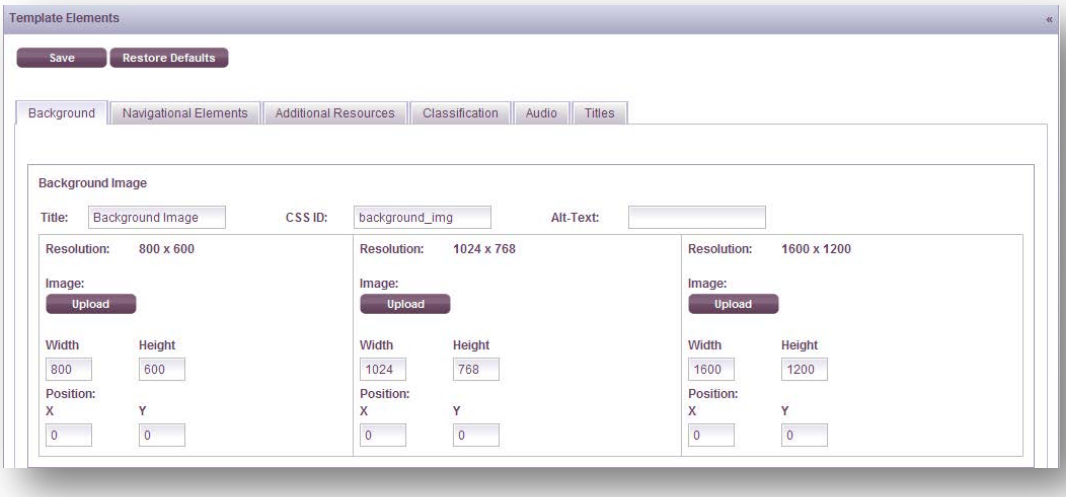
1. On the Template Management Tab, under the **UI Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab.



2. Click **Add New Template** or click the title of an existing template. A *UI Template: New* workspace appears. You may save this workspace at any time.



3. Under *Template Options*, click **Edit Defaults**. A *UI Template: Defaults* workspace appears.



4. Select the tab that corresponds to the element you wish to change. Options include:

   - **Background** – Background Image, Content Area
   - **Navigational Elements** – First button, Last button, Next button, Back button, Go To Menu button
   - **Additional Resources** – Help button, Glossary button, Resources button, Library button, Print button, TOC Menu button

- **Classification** – Classification Source button, Classification Header button, Classification Footer button
- **Audio** – Play button, Pause button, Mute button, Replay button, Transcript button
- **Titles** – Course Title, Item Title, Page Title, Directory Title 1, Directory Title 2, Directory Title 3, Page Number

5. Edit available fields, or upload new images for the desired element.

Note: At any time, you can restore the default settings by clicking **Restore Defaults**.

12.2 Content Layout Templates (CLT) Gadget

The **Content Layout Templates (CLT) gadget** is accessible on the *Template Management* Tab and provides the functionality for users to create and use templates that dictate how the content (contained in assets) is arranged on a page. There are two types of CLTs – full pages and branching initiation. These templates allow customization of the content layout, such as where text, graphics and flash animations appear on a given page. This gadget gives you the ability to create new content layouts, and copy or reuse existing layouts for new and existing courses.

The following table lists the icons used within this gadget.

Table 10: CLT Icons

ICON	FUNCTION
	Contextual Help – this icon opens a modal window that provides contextual help.
	Preview – this icon allows you to preview a CLT.
	Copy – this icon allows you to copy a CLT.
	Export – this icon allows you to export and download a CLT.
	Delete – this icon allows you to delete the given CLT if the CLT is not in use within a course.
	Locked – this icon indicates that the given CLT is locked.
	Upload – this icon allows you to upload files.
	Add Text Asset – this icon adds a text asset to your CLT.
	Add Graphic Asset – this icon adds a graphic asset to your CLT.
	Add Flash Asset – this icon adds a flash asset to your CLT.
	Add Video Asset – this icon adds a video asset to your CLT.

ICON	FUNCTION
KBQ	**Add KBQ Asset** – this icon adds a knowledge-based question asset to your CLT.
	Add Audio Asset – this icon adds an audio asset to your CLT.
	Add HTML Asset – this icon adds an HTML asset to your CLT.
	Add HTML5 Asset – this icon adds an HTML5 asset to your CLT.

12.2.1 CLT Tabs

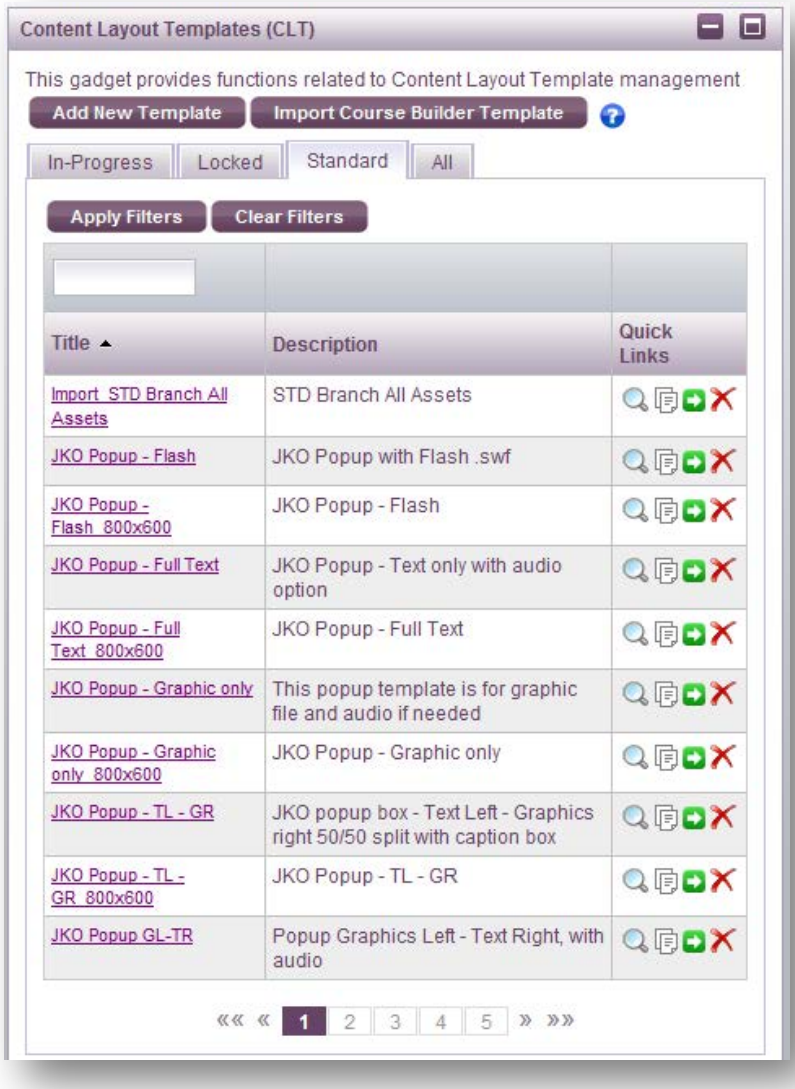
The **CLT gadget** is organized under four tabs:

- **In-Progress** – contains information on all CLTs that are not finalized. In-progress CLTs are not available to Course Owners for use in a course.
- **Locked** – contains information on all CLTs that have been locked and may be selected for use in new or existing courses.
- **Standard** – contains information about basic templates that come with the JKO Course Builder system.
- **All** – contains information on all CLTs in the In-Progress, Locked, and Standard tabs.

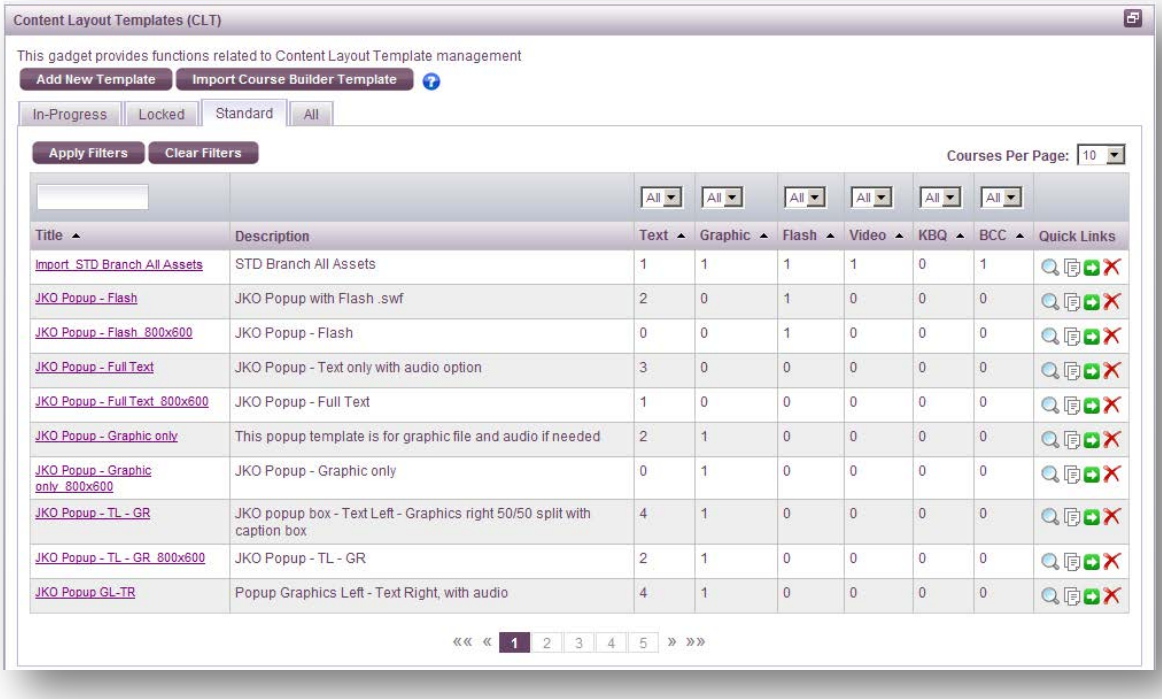
Each tab contains the following information:

- **Title** – provides the name of the CLT. If you hover over the title, you see a description of the template.
- **Type** – identifies if the CLT is a page, popup, or branching.
- **Created By** – identifies the creator of the CLT.
  Note: Created By does not appear in the Standard tab.
- **Description** – provides a description of standard templates.
  Note: Description is only available in on the Standard tab.
- **Quick Links** – provides icons to preview, copy, export, and delete CLTs.
  Note: Only the preview, copy and export **Quick Links** are available under the Standard tab.

Minimized View


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Title
Description
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio
«« « 1 2 3 4 5 » »»

Maximized View


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Courses Per Page: 10
Title
Description
Text
Graphic
Flash
Video
KBQ
BCC
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio

The maximized view provides the following additional information:

- **Date Created** – provides the date the CLT was created.
  Note: Date Created does not appear in the Standard tab.
- **Text** – shows the number of text elements in the template.
- **Graphic** – shows the number of graphic assets in the template.
- **Flash** – shows the number of flash assets in the template.
- **Video** – shows the number of video assets in the template.
- **KBQ** – shows the number of knowledge-based questions in the template.
- **BCC** – shows the number of branching scenarios in the template.
- **Audio** – shows the number of audio assets in the template.

  Note: Audio is not available on the Standard tab.

12.2.2 CLT Tasks

The table below lists the roles that have access to this gadget. This also identifies which roles within the application can perform the tasks associated with this gadget.

JKO COURSE BUILDER CLT TASKS	GADGET ACCESS

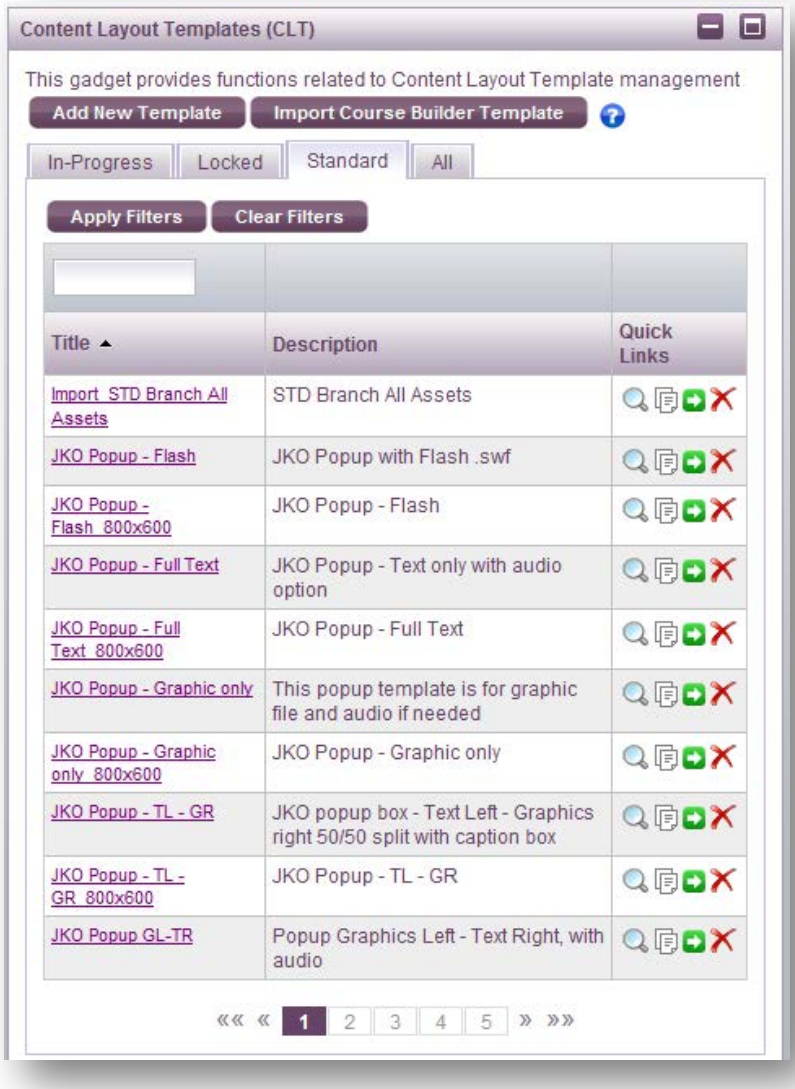
JKO COURSE BUILDER CLT TASKS	GADGET ACCESS
COURSE OWNER	
CONTENT DEVELOPER	
MEDIA DEVELOPER	
TEMPLATE DEVELOPER	✓
LEAD REVIEWER	
REVIEWER	
LCMS TECHNICIAN	✓
LCMS ADMINISTRATOR	✓

12.2.2.1 View Existing Content Layout Templates

You are able to view all existing Content Layout Templates (CLTs) that are either in-progress, locked, or standard JKO Course Builder templates.

Use the following steps to view existing CLTs:

1. On the Template Management Tab, under the **Content Layout Templates gadget**, select the **In-Progress**, **Locked**, **Standard** or **All** tab to view basic information about each Content Layout Template.


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Title
Description
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio
1
2
3
4
5

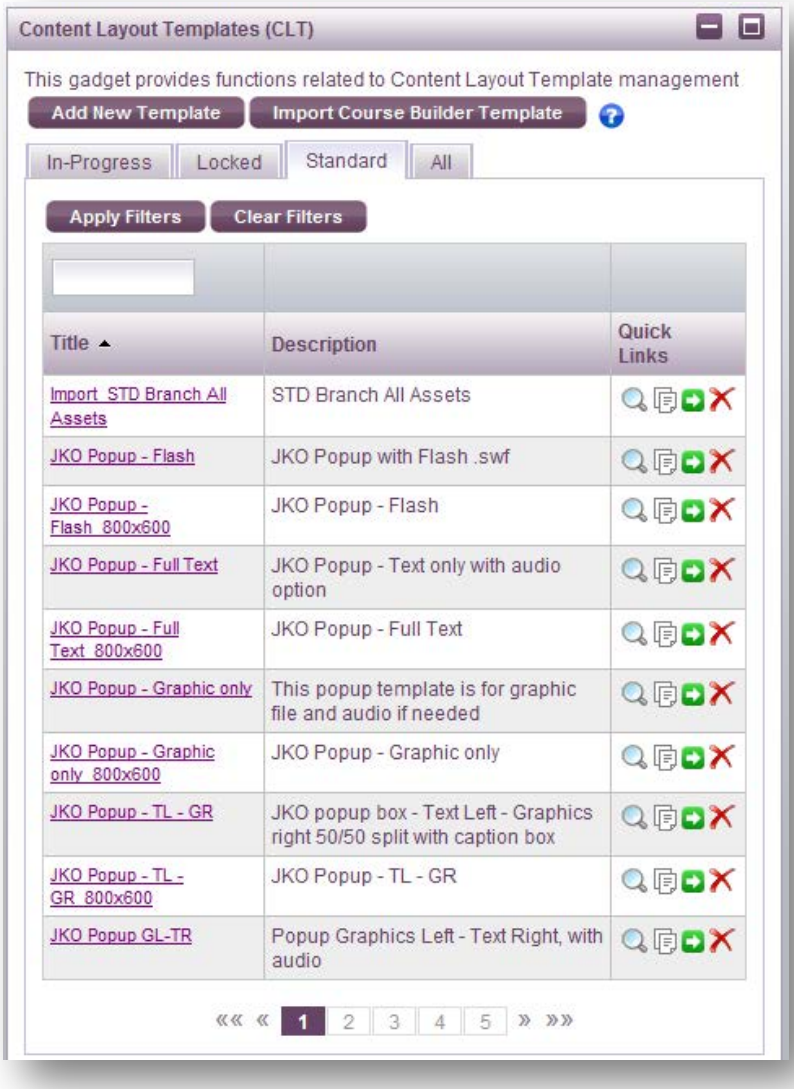
2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.
3. *Optional.* Hover over the **Title** to see a description of the template.
4. *Optional.* Under **Title**, click the name of the template to go to the *Content Layout Template* workspace.
5. *Optional.* Maximize the gadget to see additional information about the types of assets contained in this template.
6. *Optional.* Under **Quick Links**, click **Preview** to see what the template looks like in a new browser window.

12.2.2.2 Add a New Content Layout Template

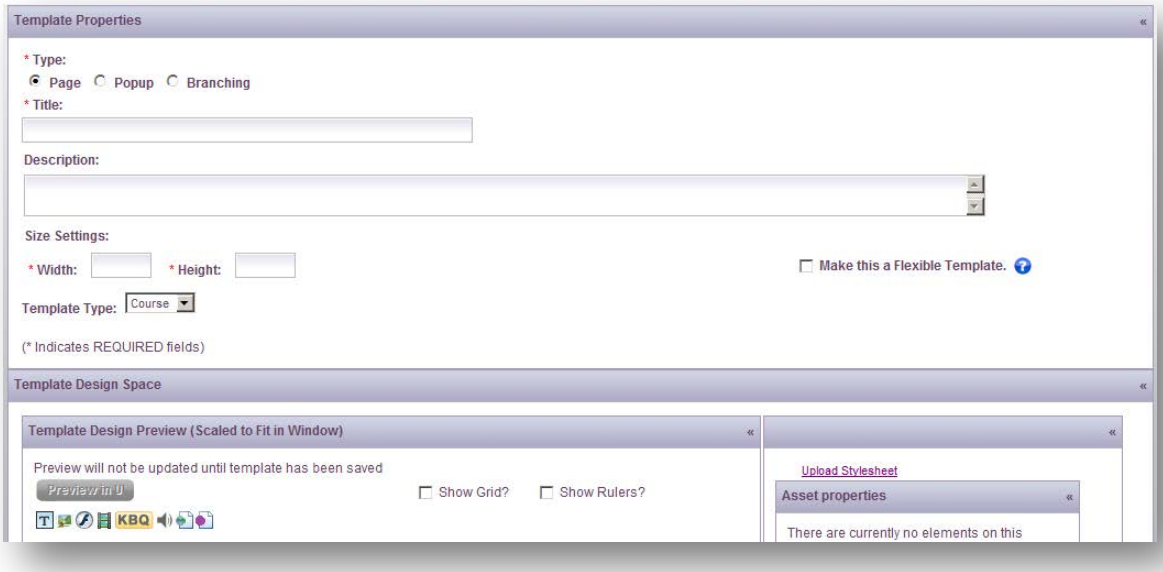
You have the ability to create new Content Layout Templates (CLTs) with a customized look and feel for the pages within a course. CLTs are used to set which elements, such as text and graphics, will be used to create the content of pages in the course.

Use the following steps to add a new CLT:

1. On the Template Management Tab, under the **Content Layout Templates gadget**, select the **In-Progress**, **Locked**, **Standard**, or **All** tab.


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Title
Description
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio
«« « 1 2 3 4 5 » »»

2. Click **Add New Template**. The *CLT: New* workspace appears.



3. Under *Template Properties*, enter the following:

   - Select the type of template you want: **Page** or **Branching**.
   - In the **Title** field, type a title for your template.
   - *Optional.* In the **Description** field, type a description of your template.
   - From the **Size Settings**, choose the desired **Width** and **Height** in pixels.
   - *Optional.* Select **Make this a Flexible Template** if you want the Content Developer to have the ability to make changes to the asset properties (dimensions and location) when developing a course that uses this CLT.

4. You may click **Save** at any time to save the template once the required **Type**, **Title**, **Width**, and **Height** fields have been entered.

12.2.2.3 Adding Assets to a Content Layout Template

Once you have added a Content Layout Template (CLT), you need to add one or more assets to that CLT to make it useful to Course Owners and Content Developers. The assets define what type of content can be added to a page using the CLT and where the content will be displayed on the page.

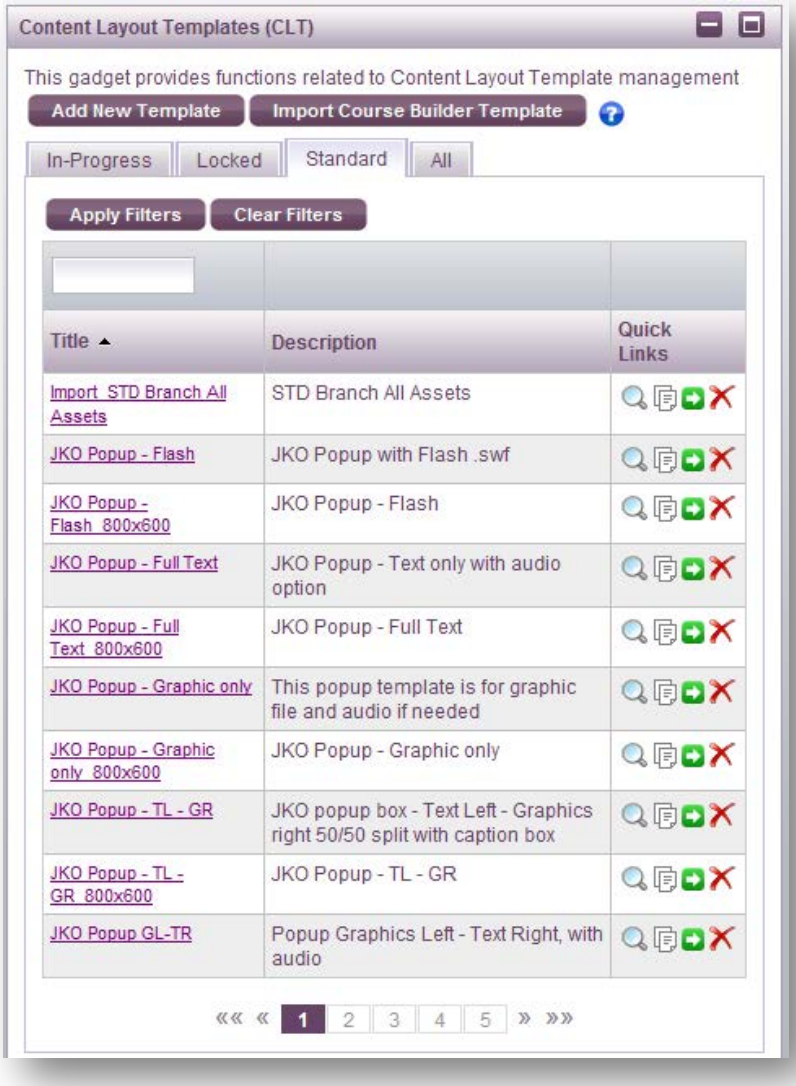
The asset types supported are listed below. There is an icon for each asset type on the *Template Design Preview* workspace that is used to add assets of the given type to your CLT:

- **Text** – area for placing text onto the page
- **Graphic** – area for placing a graphic onto the page
- **Flash** – area for placing a flash animation (swf) onto the page
- **Video** – area for placing a video onto the page

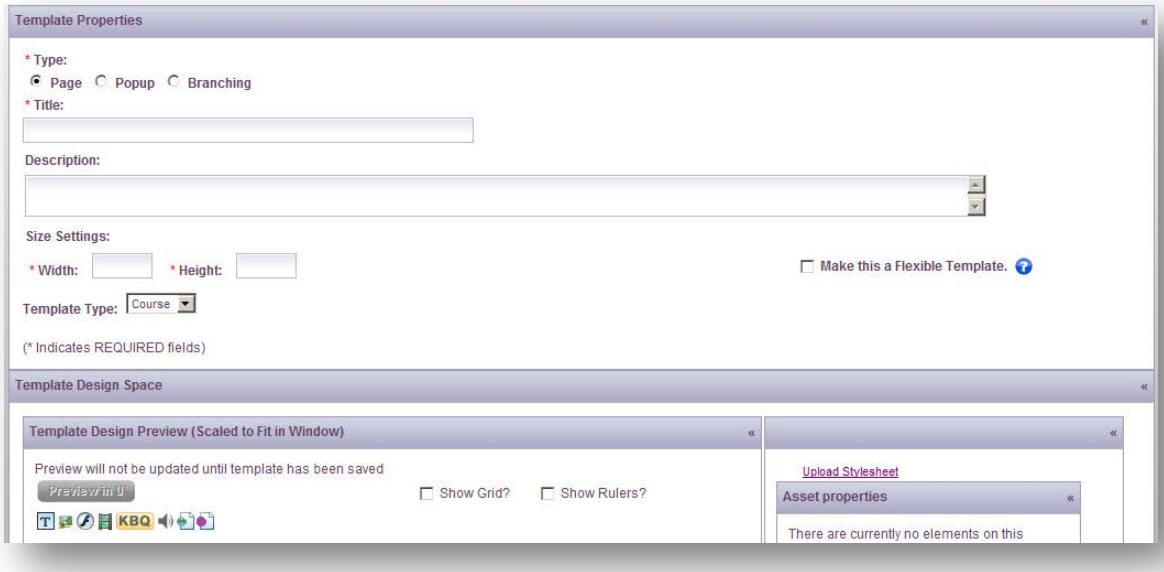
- **KBQ** – area for placing a question (from the test bank) onto the page
- **Audio** – placeholder for storing an audio file with the page
  Note: There is no visual impact on the page.
- **HTML** – area for adding an HTML asset on the page
- **HTML5** – area for adding an HTML5 asset on the page

Use the following steps to add a new asset to the CLT:

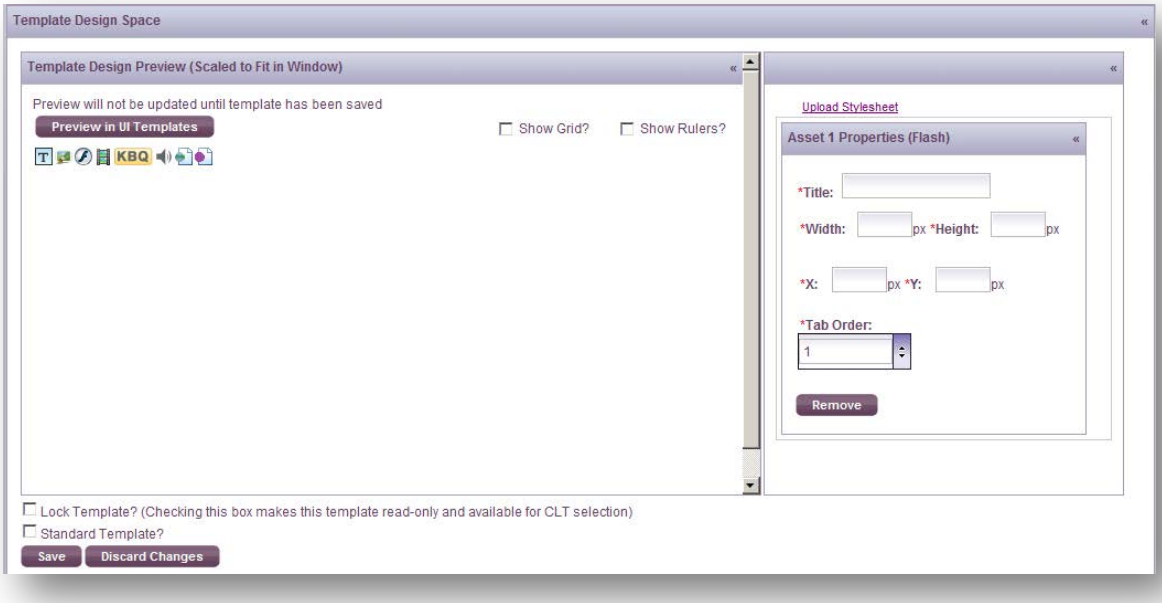
1. On the Template Management Tab, under the **Content Layout Templates gadget**, select the **In-Progress**, **Locked**, **Standard**, or **All** tab.


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Title
Description
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio
«« « 1 2 3 4 5 » »»

2. Click the **Title** of the CLT for which you want to add assets. The *CLT* workspace appears.



3. On the *Template Design Preview* workspace**,** click the icon for the type of asset you want to add. The new asset appears under the *Asset Properties* on the screen.



4. In the *Asset Properties* area of the workspace, modify the asset's **Title**, **Size**, **Position** and **Tab Order** as appropriate for your design.

5. *Optional*. To see a full size preview (not scaled to the size of the *Template Design* window) click the **Preview in UI Templates** button. A dialog box appears that allows you to select from the UI Templates that are compatible with this CLT.

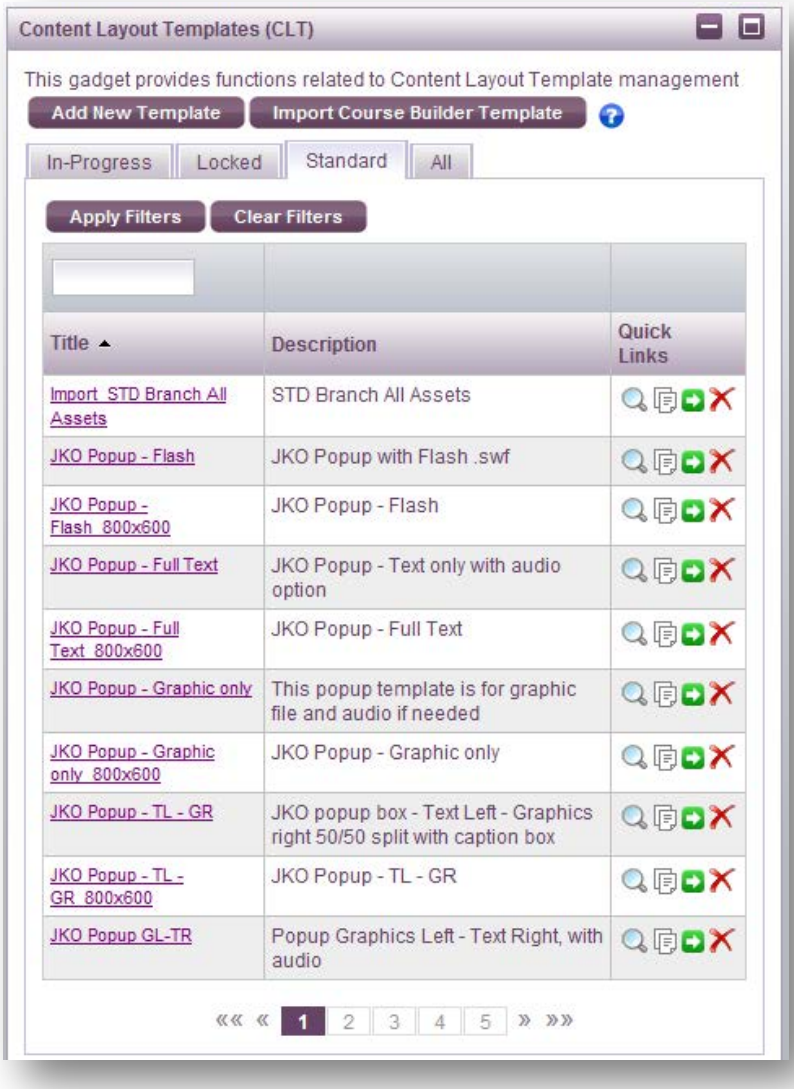
6. Continue to add assets to the CLT using steps 1-5 above until all of the assets you need for this CLT have been added.
7. *Optional.* Select **Lock Template** to make this template read-only and available for selection by Content Owners.
8. *Optional.* Select **Standard Template** to make this template visible on the Standard selection tab.
9. Click **Save**.

12.2.2.4 Import a Content Layout Template

You can import a Content Layout Template (CLT) that was created on this server or another server running the most recent version of the JKO Course Builder application. The Zip file you select during the import operation must be a Zip file that was created by exporting a CLT from a server running the JKO Course Builder application.

Use the following steps to import a CLT:

1. On the Template Management Tab, under the **Content Layout Templates gadget**, select the **In-Progress**, **Locked**, **Standard**, or **All** tab.


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Title
Description
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio
«« « 1 2 3 4 5 » »»

2. Click **Import Course Builder Template**. A dialog box appears that is used to select the Zip file containing the template that you want to import.

3. Select the **Add File** button on the dialog box and browse to the Zip file that contains the template that you want to import. Click **Upload** and then **Continue**.

4. The template will be imported and have the name *copy_<original template name>.*

   Note: After the template is imported, you can select the template and rename it by editing the **Title** field.

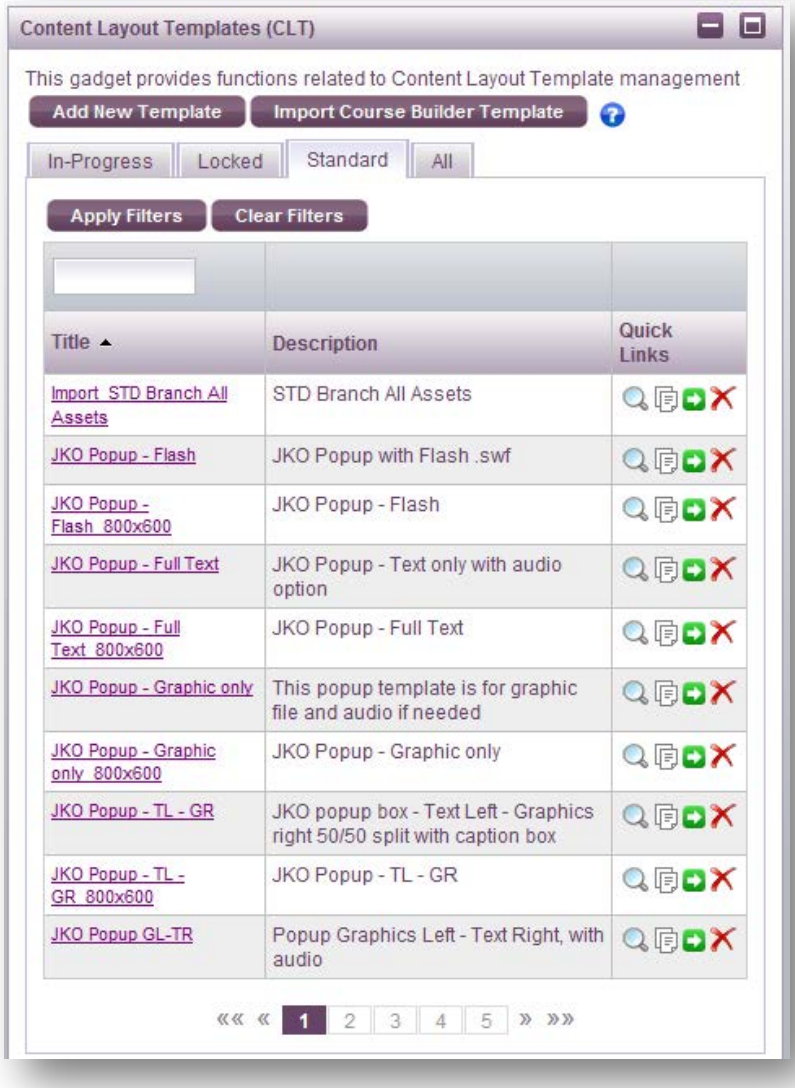
12.2.2.5 Edit a Content Layout Template

You are able to edit existing Content Layout Templates (CLTs) that have not been used. If the template is locked and is in use, or it is a standard template, then you are not able to edit it.

Use the following steps to edit a CLT:

1. On the Template Management Tab, under the **Content Layout Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab to view Content Layout Templates.

Note: To edit a Standard template you must deselect the Standard Template checkbox on the Properties screen, then Save.


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Title
Description
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio
«« « 1 2 3 4 5 » »»

2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.
3. Click the title of the template you would like to edit. A *CLT* workspace appears.

Note: If the template is already in use, you cannot perform this task.

4. Under *Template Properties*, edit any the following:
   - *Optional.* Select the type of template you want: **Page** or **Branching**.

- *Optional.* In the **Title** field, edit the title of your template.
- *Optional.* In the **Description** field, type a description of your template.
- *Optional.* From the **Size Settings**, choose the desired **Width** and **Height** in pixels.
- *Optional.* Select **Make this a Flexible Template** if you want the Content Developer to have the ability to make changes to the asset properties (dimensions and location) when developing a course that uses this CLT.

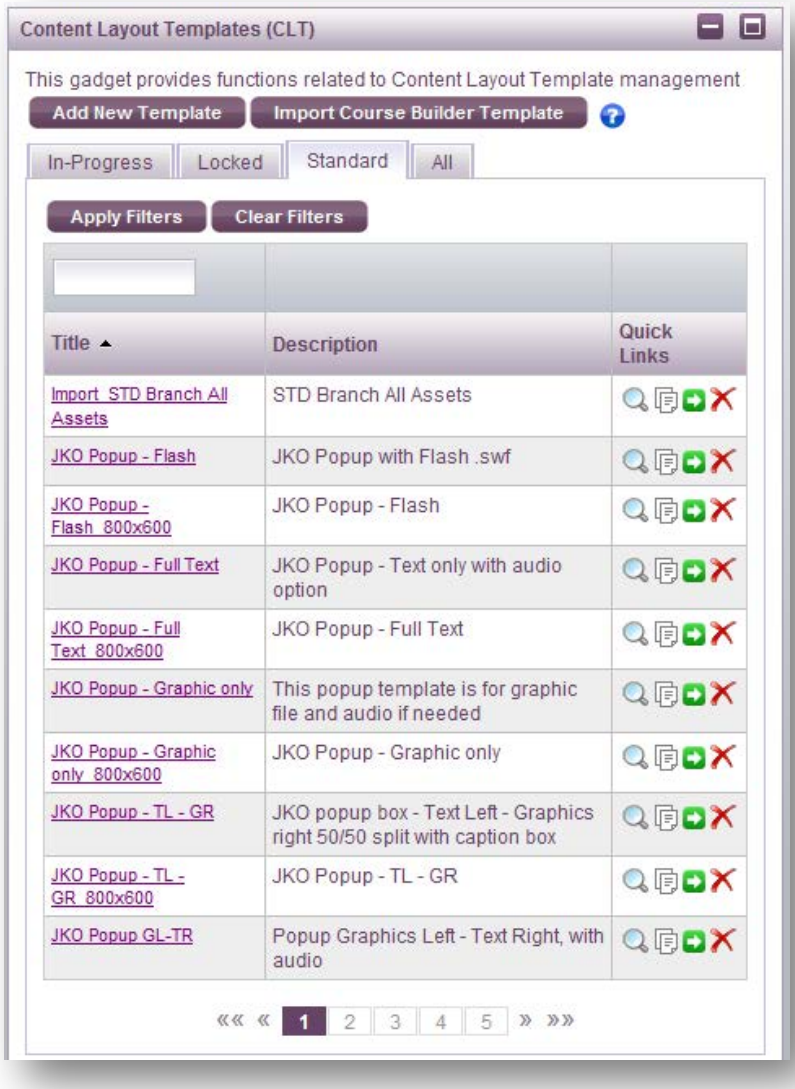
5. Add, remove, or edit assets as desired.
6. Click **Save**.

12.2.2.6 Copy a Content Layout Template

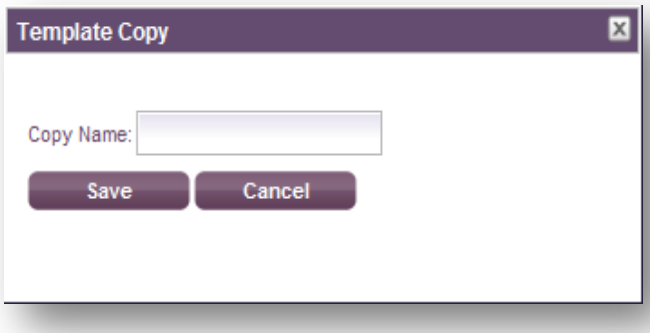
You are able to copy existing Content Layout Templates (CLTs) to create new versions. For example, if an existing template contains most of features that you desire in your new CLT, it is much quicker to copy the existing template and then make edits, rather than creating a new template from scratch.

Use the following steps to copy a CLT:

1. On the Template Management Tab, under the **Content Layout Templates gadget**, select the **In-Progress**, **Locked**, **Standard**, or **All** tab to view Content Layout Templates.


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Title
Description
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio
«« « 1 2 3 4 5 » »»

2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.
3. Under **Quick Links**, click the **Copy** icon ( ) for the template you would like to copy.
4. In the *Template Copy* modal window, enter a name for the copy.



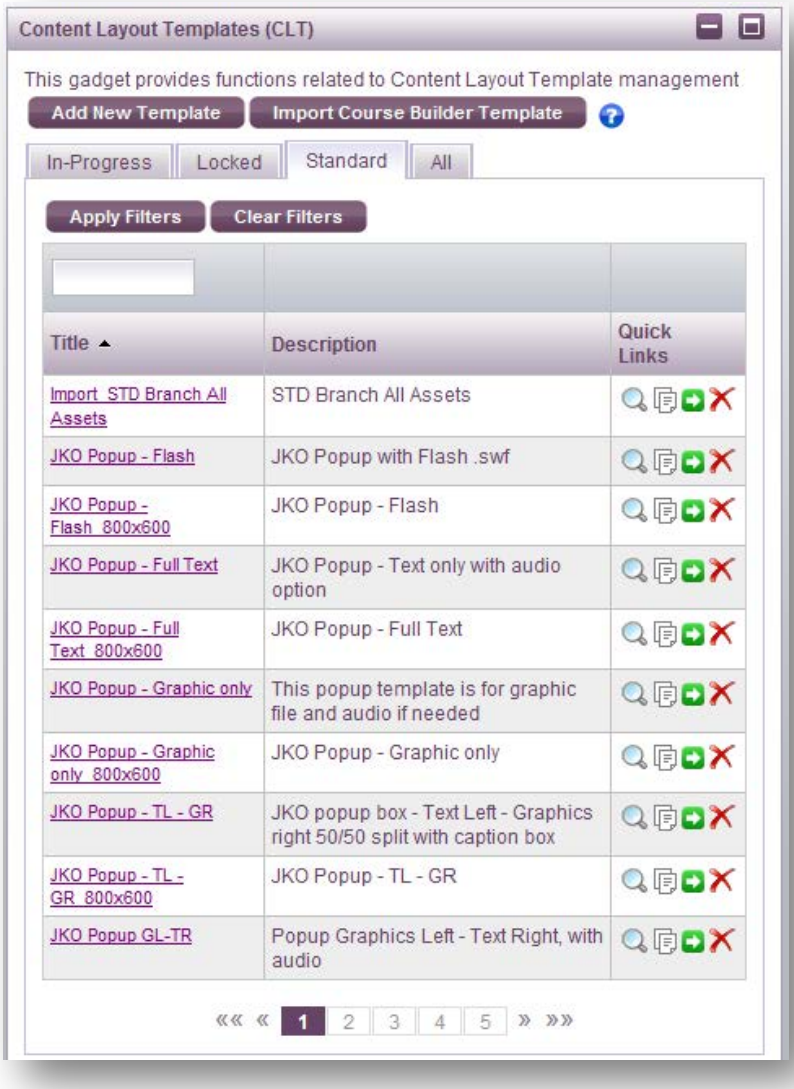
5. Click **Save**. The copy is added to the list.

12.2.2.7 Export a Content Layout Template

You can export an existing Content Layout Template (CLT) to import it on this server or another server running the most recent version of the JKO Course Builder application. When you export, a Zip file is created which can be uploaded to another server running JKO Course Builder by using the import function.

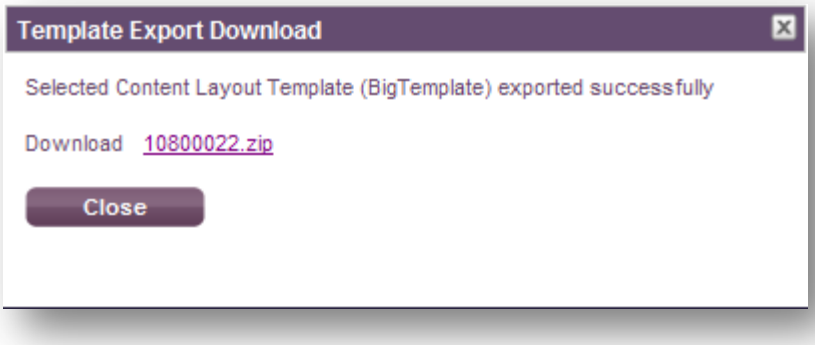
Use the following steps to export a CLT:

1. On the Template Management Tab, under the **Content Layout Templates gadget**, select the **In-Progress**, **Locked**, **Standard**, or **All** tab to view Content Layout Templates.


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Title
Description
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio
«« « 1 2 3 4 5 » »»

2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.

3. Under **Quick Links**, click the **Export** icon ( ) for the template you would like to export. The Zip file containing the template you are exporting is generated. When the Zip file has been generated the screen displays the *Download <name of the Zip file>* containing the template.



4. Click on the name of the Zip file to download the Zip file to your system. The web browser provides you with a dialog box to save the file to your system.

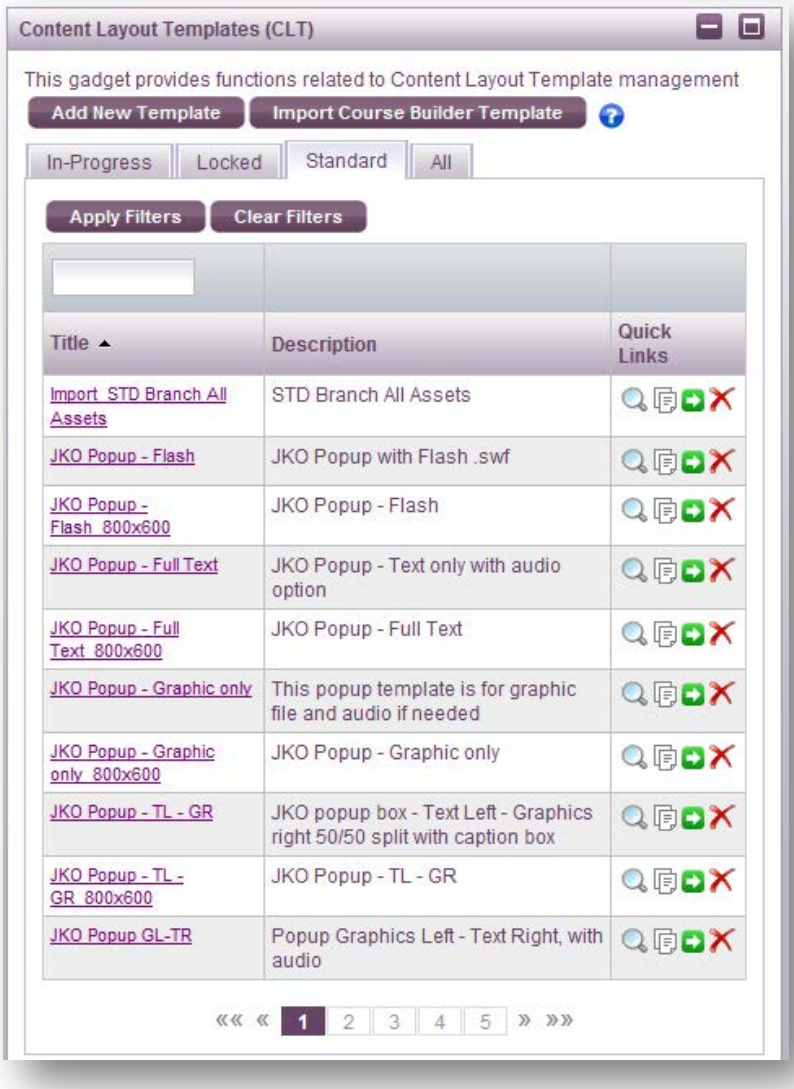
Note: Once you have downloaded the Zip file containing the template, you can give it (via file transfer, email attachment, etc.) to another JKO Course Builder user with Template Developer rights to import into their instance of the JKO Course Builder application.

12.2.2.8 Delete a Content Layout Template

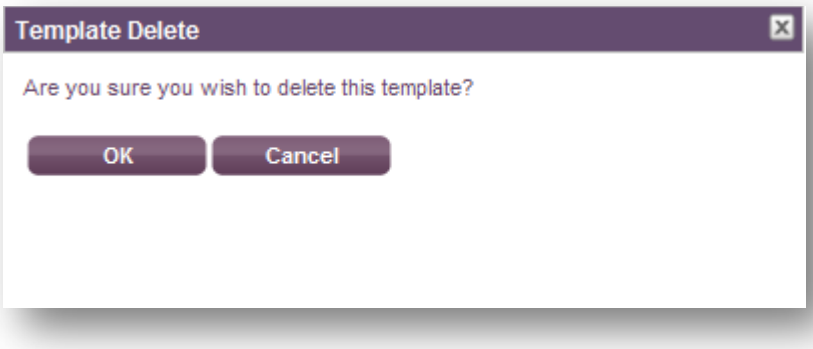
You are able to delete a Content Layout Template (CLT) if you are the template owner (meaning that you created it), it is not in use, and you no longer need it. Standard CLTs that come with JKO Course Builder cannot be deleted.

Use the following steps to delete a Content Layout Template:

1. On the Template Management Tab, under the **Content Layout Templates gadget**, select the **In-Progress**, **Locked**, or **All** tab to view Content Layout Templates.


Content Layout Templates (CLT)
This gadget provides functions related to Content Layout Template management
Add New Template
Import Course Builder Template
In-Progress
Locked
Standard
All
Apply Filters
Clear Filters
Title
Description
Quick Links
Import_STD Branch All Assets
STD Branch All Assets
JKO Popup - Flash
JKO Popup with Flash .swf
JKO Popup - Flash_800x600
JKO Popup - Flash
JKO Popup - Full Text
JKO Popup - Text only with audio option
JKO Popup - Full Text_800x600
JKO Popup - Full Text
JKO Popup - Graphic only
This popup template is for graphic file and audio if needed
JKO Popup - Graphic only_800x600
JKO Popup - Graphic only
JKO Popup - TL - GR
JKO popup box - Text Left - Graphics right 50/50 split with caption box
JKO Popup - TL - GR_800x600
JKO Popup - TL - GR
JKO Popup GL-TR
Popup Graphics Left - Text Right, with audio
«« « 1 2 3 4 5 » »»

2. *Optional.* Filter by **Title**, **Type**, or **Created By** to limit the list to specific templates.
3. Under **Quick Links**, click the **Delete** icon ( ) for the template you would like to delete. A confirmation window appears.


Template Delete
Are you sure you wish to delete this template?
OK
Cancel

4. Press **OK**.

13. System Administration Tab

The System Administration Tab allows users with this access to maintain system functions in JKO Course Builder. This section outlines the tasks available from this tab.

13.1 Admin Utilities Gadget

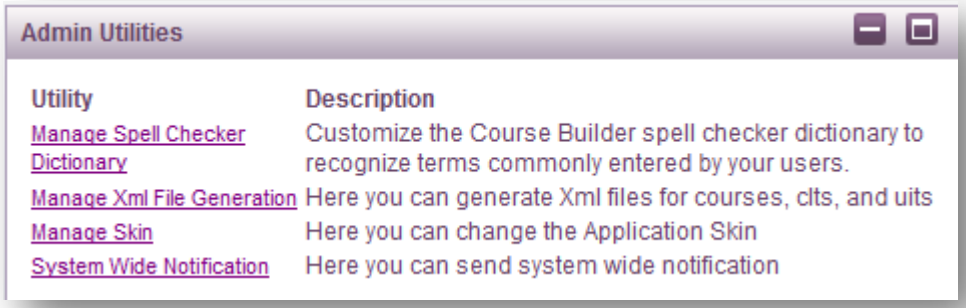
The **Admin Utilities gadget** is accessible on the *System Administration* Tab if the user has the LCMS Technician or LCMS Administrator role at the system level. This gadget includes the functionality required to perform technical administration functions for the JKO Course Builder application.

13.1.1 Admin Utility Links

The **Admin Utilities gadget** includes the following links which are used to navigate a workspace to perform a set of related tasks:

- Manage Spell Checker Dictionary
- Manage Xml File Generation
- Manage Skin

Minimized View


Admin Utilities
Utility
Description
Manage Spell Checker Dictionary
Customize the Course Builder spell checker dictionary to recognize terms commonly entered by your users.
Manage Xml File Generation
Here you can generate Xml files for courses, clts, and uits
Manage Skin
Here you can change the Application Skin
System Wide Notification
Here you can send system wide notification

13.1.2 Admin Utilities Roles

The **Admin Utilities gadget** is accessible for the following JKO Course Builder roles:

JKO COURSE BUILDER ROLE	GADGET ACCESS
COURSE OWNER	
CONTENT DEVELOPER	
MEDIA DEVELOPER	

JKO COURSE BUILDER ROLE	GADGET ACCESS
TEMPLATE DEVELOPER	
LEAD REVIEWER	
REVIEWER	
LCMS TECHNICIAN	✓
LCMS ADMINISTRATOR	✓

13.1.3 Technical Administration Tasks

The following tasks can be performed via the **Admin Utilities gadget**:

- Management of the spell checker dictionary
- Management of XML file generation
- Manage the application skin (look and feel)

The sections below provide the detailed steps for performing these functions.

13.1.3.1 Manage the Spell Checker Dictionary

JKO Course Builder Content Developers can spell check the content of their courses using the built-in spell checker.

A default dictionary is provided when the JKO Course Builder application is installed. The administrator can customize the dictionary to meet the needs of the user community.

Use the following steps to customize the spell checker dictionary:

1. On the System Administration Tab, under the **Admin Utilities gadget**, locate and click on the **Manage Spell Checker Dictionary** link. The *Manage Spell Checker Dictionary* workspace opens.

Note: The current dictionary file used by the spell checker is showing in the workspace. You can view the file and the history of changes to the file on this screen.

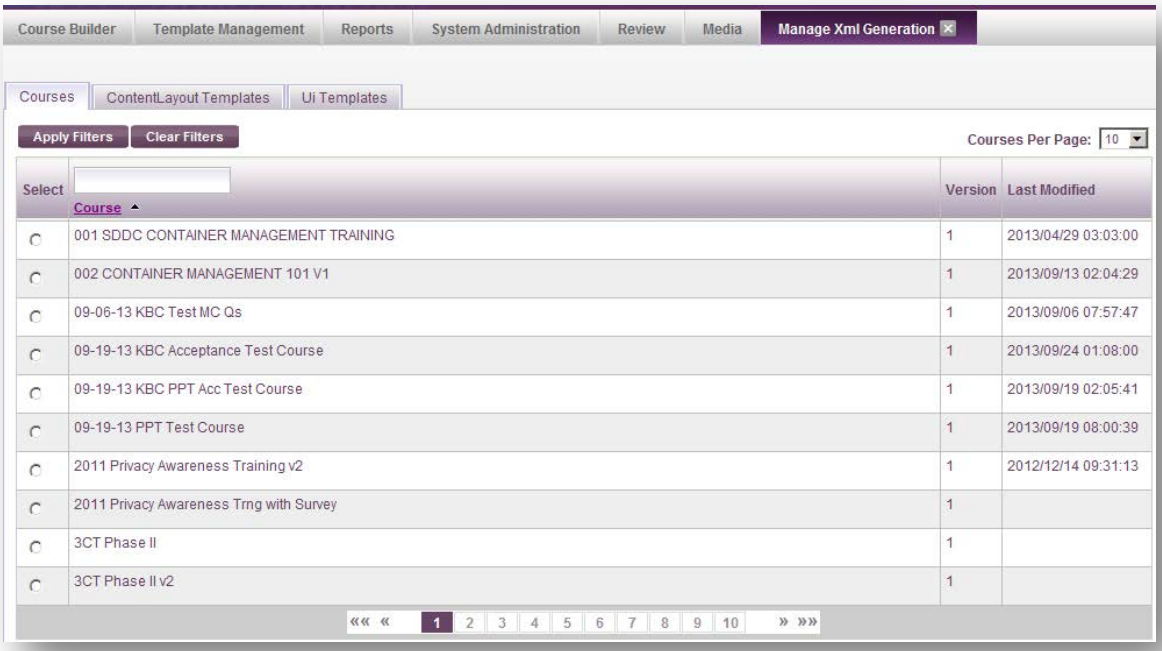
2. Click on the file to download it to your local system.
3. Edit the file on your local system as necessary to meet the needs of your JKO Course Builder users. Ensure that there is exactly one term per line.
4. Upload the new file to JKO Course Builder. When users execute a spell check of the content of their courses, this new file will be used by the spell checker for correct spelling.

13.1.3.2 Manage XML File Generation

The administrator can generate XML files for a course, Content Layout Templates (CLTs), and User Interface (UI) Templates.

Use the following steps to generate XML files for a course, CLT, or UI Template:

1. On the System Administration Tab, under the **Admin Utilities gadget**, locate and click on the **Manage Xml File Generation** link. The *Manage Xml Generation* workspace opens.


Course Builder
Template Management
Reports
System Administration
Review
Media
Manage Xml Generation
Courses
ContentLayout Templates
Ui Templates
Apply Filters
Clear Filters
Courses Per Page: 10
Select
Course
Version
Last Modified
001 SDDC CONTAINER MANAGEMENT TRAINING 1 2013/04/29 03:03:00
002 CONTAINER MANAGEMENT 101 V1 1 2013/09/13 02:04:29
09-06-13 KBC Test MC Qs 1 2013/09/06 07:57:47
09-19-13 KBC Acceptance Test Course 1 2013/09/24 01:08:00
09-19-13 KBC PPT Acc Test Course 1 2013/09/19 02:05:41
09-19-13 PPT Test Course 1 2013/09/19 08:00:39
2011 Privacy Awareness Training v2 1 2012/12/14 09:31:13
2011 Privacy Awareness Trng with Survey 1
3CT Phase II 1
3CT Phase II v2 1
1 2 3 4 5 6 7 8 9 10

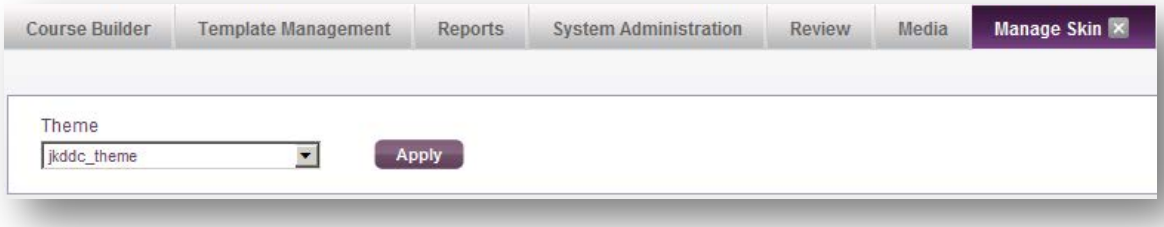
2. Select the appropriate tab in the workspace: Courses, Content Layout Templates, or UI Templates.
3. *Optional.* Use the filtering options to limit the list based on the name of the course or template.
4. Click the **Select** radio button next to the name of the course or template for which you wish to generate an Xml file.
5. Click **Generate** to generate the XML file for the selected course or template. The system will show the progress indicator shown below while the XML file is being generated. Once the file has been generated, the progress indicator will no longer be displayed.

13.1.3.3 Manage the Application Skin

The System Administrator can set the look and feel (skin) for the JKO Course Builder application. This is typically done one time when the JKO Course Builder application is installed or when the system is upgraded.

Use the following steps to set the skin used for the JKO Course Builder application:

1. On the System Administration Tab, under the **Admin Utilities gadget**, locate and click on the **Manage Skin** link. The *Manage Skin* workspace opens.



2. Select the appropriate skin from the list in the **Theme** dropdown menu.
3. Click **Apply** to make the change to the skin. The look and feel of the JKO Course Builder application is changed to the new skin (verify whether a restart of the application is required for the change to be visible to users).

13.2 User Management Gadget

User accounts are created and managed to control which functions a user can perform in the JKO Course Builder application.

The **User Management gadget** is accessible on the *System Administration* Tab if the user has either the LCMS Technician or the LCMS Administrator role at the system level. This gadget includes the functionality required to manage users within JKO Course Builder.

The following table lists the icons used within this gadget:

Table 11: User Management Icons

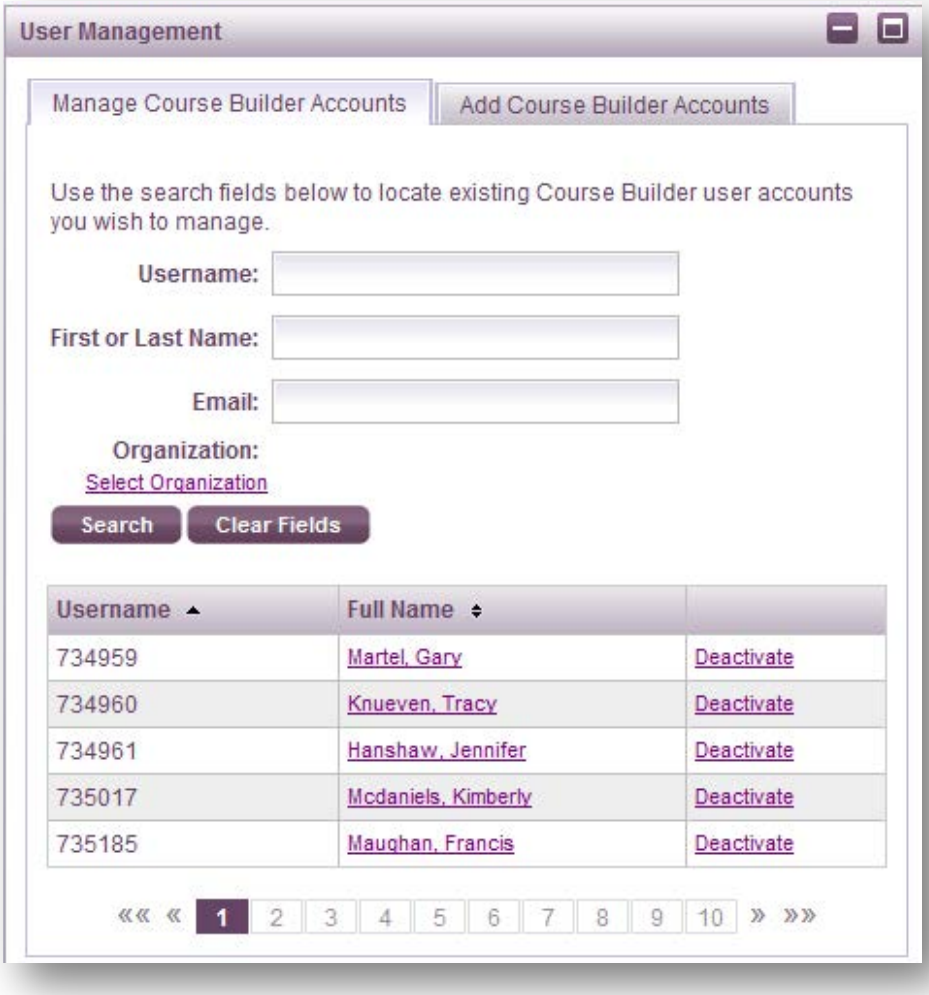
ICON	FUNCTION / DEFINITION
	Select Organization – This icon allows you to select the organization used to filter a user search.
	Remove Organization– This icon allows you to remove the organization from a user search.

13.2.1 User Management Tabs

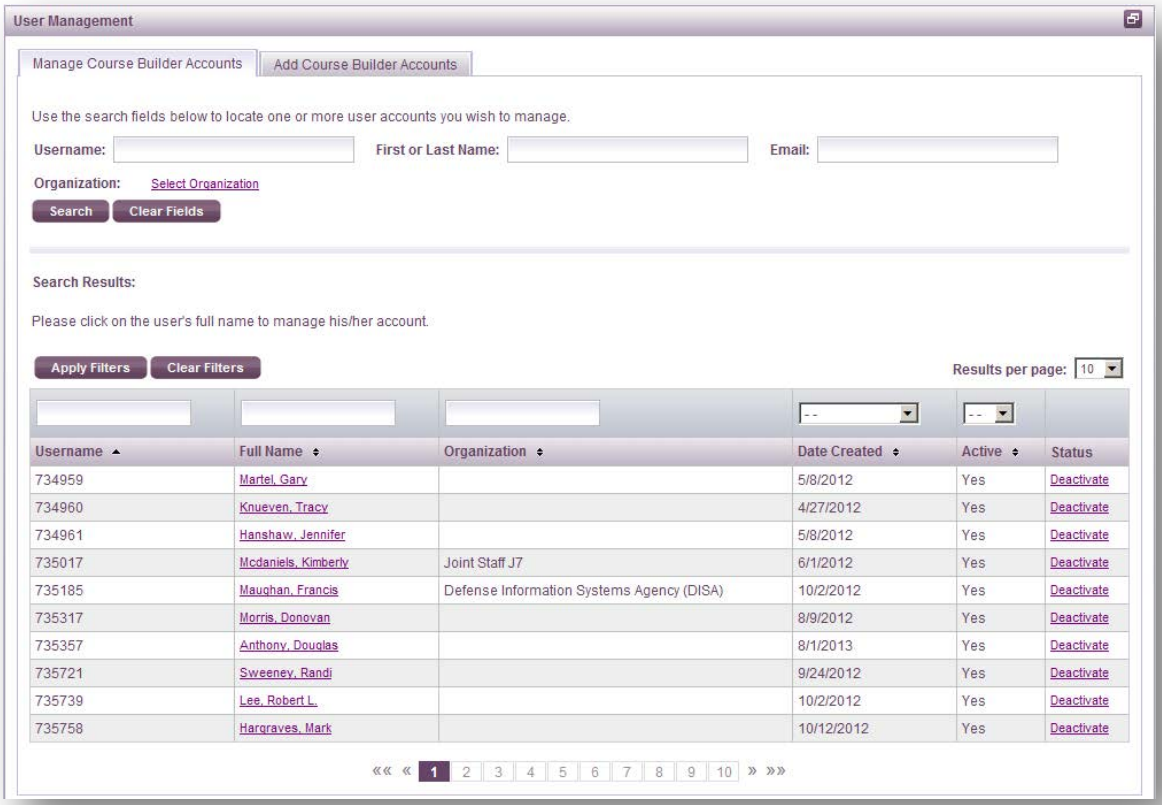
The **User Management gadget** includes the following two tabs:

- **Manage Accounts –** This tab includes the functionality for changing settings on existing JKO Course Builder accounts.
- **Add Accounts** – This tab includes the functionality for adding new JKO Course Builder accounts.

Minimized View



Maximized View


User Management
Manage Course Builder Accounts
Add Course Builder Accounts
Use the search fields below to locate one or more user accounts you wish to manage.
Username:
First or Last Name:
Email:
Organization:
Select Organization
Search
Clear Fields
Search Results:
Please click on the user's full name to manage his/her account.
Apply Filters
Clear Filters
Results per page: 10
Username
Full Name
Organization
Date Created
Active
Status
734959 Martel, Gary 5/8/2012 Yes Deactivate
734960 Knueven, Tracy 4/27/2012 Yes Deactivate
734961 Hanshaw, Jennifer 5/8/2012 Yes Deactivate
735017 Mcdaniels, Kimberly Joint Staff J7 6/1/2012 Yes Deactivate
735185 Maughan, Francis Defense Information Systems Agency (DISA) 10/2/2012 Yes Deactivate
735317 Morris, Donovan 8/9/2012 Yes Deactivate
735357 Anthony, Douglas 8/1/2013 Yes Deactivate
735721 Sweeney, Randi 9/24/2012 Yes Deactivate
735739 Lee, Robert L. 10/2/2012 Yes Deactivate
735758 Hargraves, Mark 10/12/2012 Yes Deactivate
1 2 3 4 5 6 7 8 9 10

13.2.2 User Management Roles

The **User Management gadget** is accessible for the following JKO Course Builder roles:

JKO COURSE BUILDER ROLE	GADGET ACCESS
COURSE OWNER	
CONTENT DEVELOPER	
MEDIA DEVELOPER	
TEMPLATE DEVELOPER	
LEAD REVIEWER	
REVIEWER	
LCMS TECHNICIAN	✓
LCMS ADMINISTRATOR	✓

13.2.3 User Management Tasks

The following tasks can be performed via the **User Management gadget**:

- Add JKO Course Builder Accounts
- Modify the Roles Associated with a JKO Course Builder Account
- Activate or Deactivate a JKO Course Builder Account

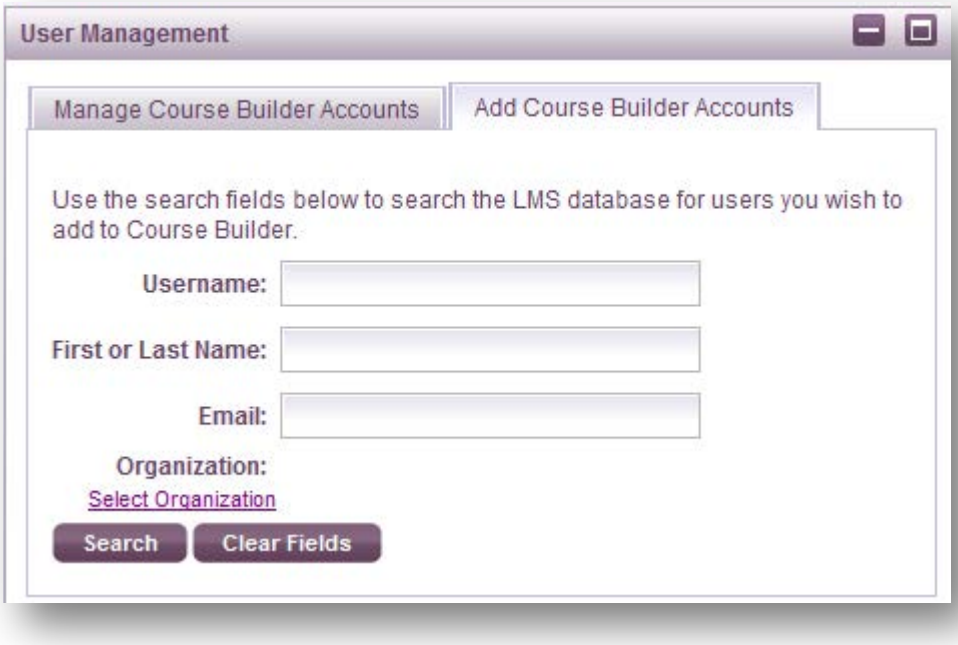
The sections below provide the detailed steps for performing these functions:

13.2.3.1 Add Accounts

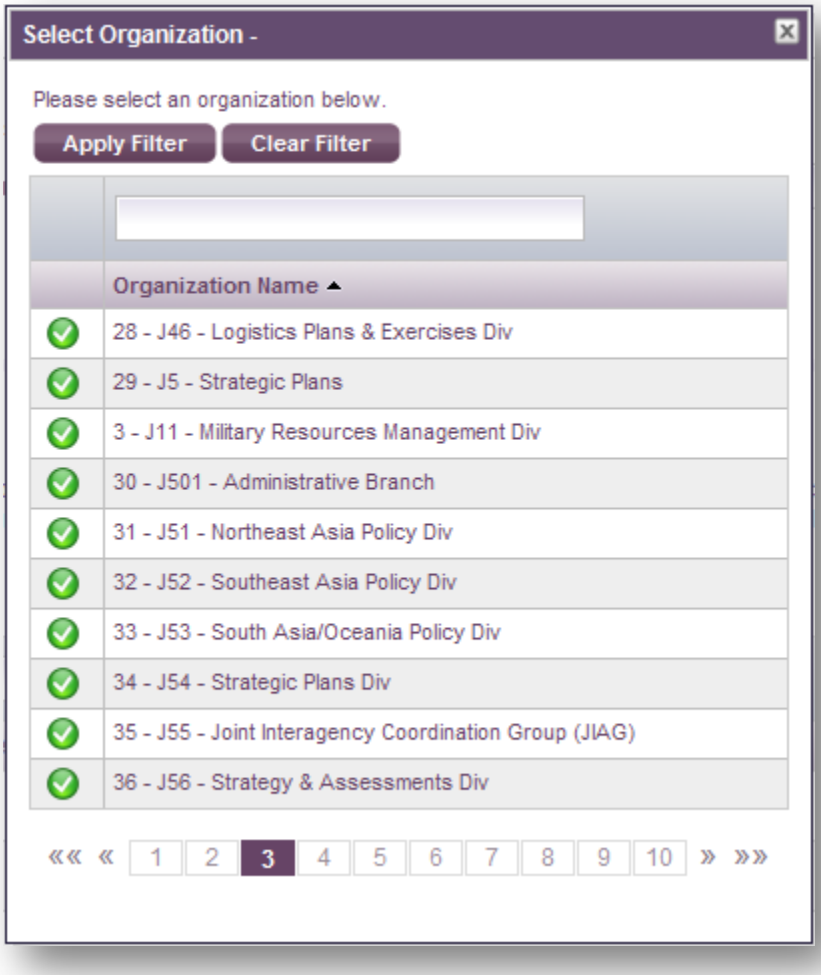
To add a JKO Course Builder Account, the user account must first be created on the Nemesis development server iteration of the JKO LMS. See the JKO LMS user manual for information about adding user accounts. By default, a Nemesis user account does *not* have access to JKO Course Builder.

Use the following steps to give a Nemesis user account access to the JKO Course Builder application:

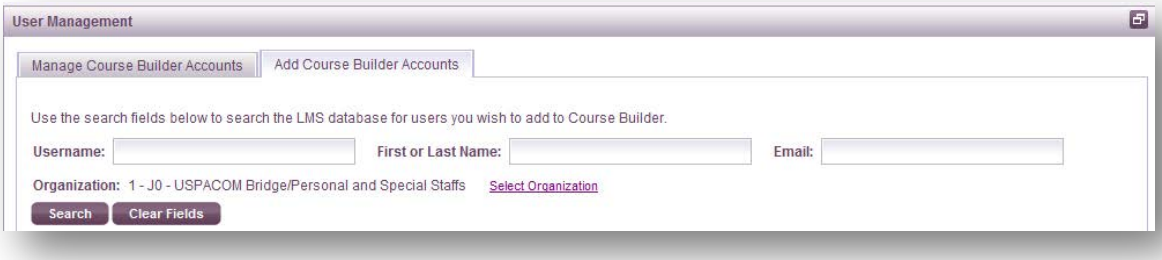
1. On the System Administration Tab, under the **User Management gadget**, locate and click on the **Add Course Builder Accounts** tab. The search criteria to search for available LMS accounts appear.



2. *Optional*. Enter text for all or a portion of the Username, Last Name, or Email address for the Nemesis user account(s) you wish to add as a JKO Course Builder account.
3. *Optional*. Click **Select Organization** if you want to search for Nemesis user accounts associated with a specific organization. A modal dialog box with a list of organizations appears.

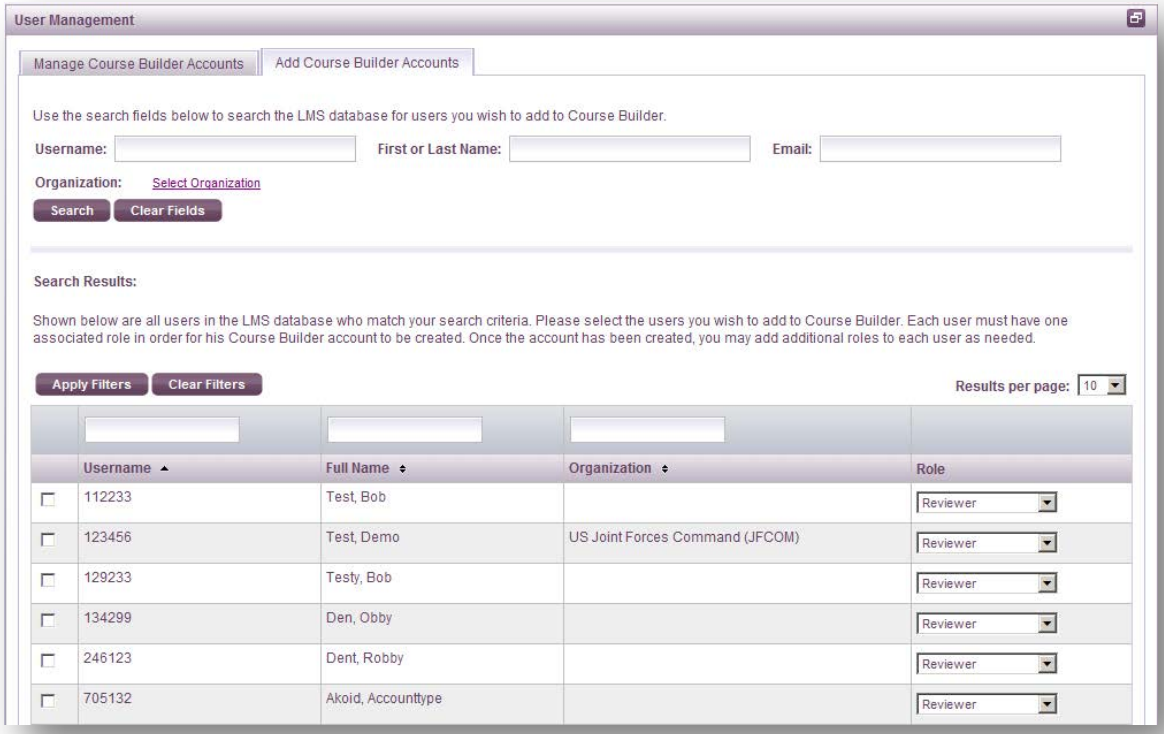

Select Organization -
Please select an organization below.
Apply Filter
Clear Filter
Organization Name
28 - J46 - Logistics Plans & Exercises Div
29 - J5 - Strategic Plans
3 - J11 - Military Resources Management Div
30 - J501 - Administrative Branch
31 - J51 - Northeast Asia Policy Div
32 - J52 - Southeast Asia Policy Div
33 - J53 - South Asia/Oceania Policy Div
34 - J54 - Strategic Plans Div
35 - J55 - Joint Interagency Coordination Group (JIAG)
36 - J56 - Strategy & Assessments Div
«« « 1 2 3 4 5 6 7 8 9 10 » »»

4. Click the icon to select an organization and close the modal dialog box. The selected organization displays in the search criteria.


User Management
Manage Course Builder Accounts
Add Course Builder Accounts
Use the search fields below to search the LMS database for users you wish to add to Course Builder.
Username:
First or Last Name:
Email:
Organization: 1 - J0 - USPACOM Bridge/Personal and Special Staffs
Select Organization
Search
Clear Fields

5. If you want to remove the organization from the search criteria, select the icon next to the organization name to remove it from the search criteria.

6. Select **Search** to find the Nemesis user account(s) that matches the search criteria you entered. The list of accounts that match the search criteria is displayed.


User Management
Manage Course Builder Accounts
Add Course Builder Accounts
Use the search fields below to search the LMS database for users you wish to add to Course Builder.
Username:
First or Last Name:
Email:
Organization:
Select Organization
Search
Clear Fields
Search Results:
Shown below are all users in the LMS database who match your search criteria. Please select the users you wish to add to Course Builder. Each user must have one associated role in order for his Course Builder account to be created. Once the account has been created, you may add additional roles to each user as needed.
Apply Filters
Clear Filters
Results per page: 10
Username
Full Name
Organization
Role
112233 Test, Bob Reviewer
123456 Test, Demo US Joint Forces Command (JFCOM) Reviewer
129233 Testy, Bob Reviewer
134299 Den, Obby Reviewer
246123 Dent, Robby Reviewer
705132 Akoid, Accounttype Reviewer

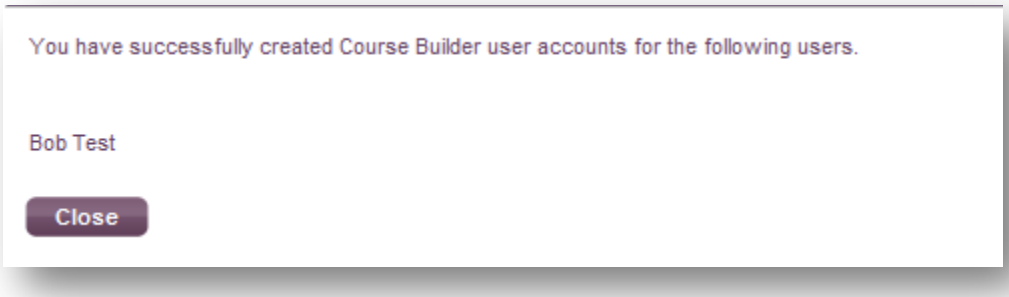
7. Check the box next to the user name for each user that you want to add to JKO Course Builder.

   Note: If you do not see the Nemesis user you are looking for in the list, then the search criteria was excluded from the results you are seeing, or the user has already been given access to JKO Course Builder.

8. Select the primary role for each of the new JKO Course Builder users you are adding.

   Note: During account creation, a single role is assigned to each user account. If you wish to assign the user to multiple roles, you can do that after the account is created in JKO Course Builder.

9. Click **Create Accounts for Selected Users** to create JKO Course Builder accounts for each of the Nemesis users that you have selected. The following confirmation dialog box appears.

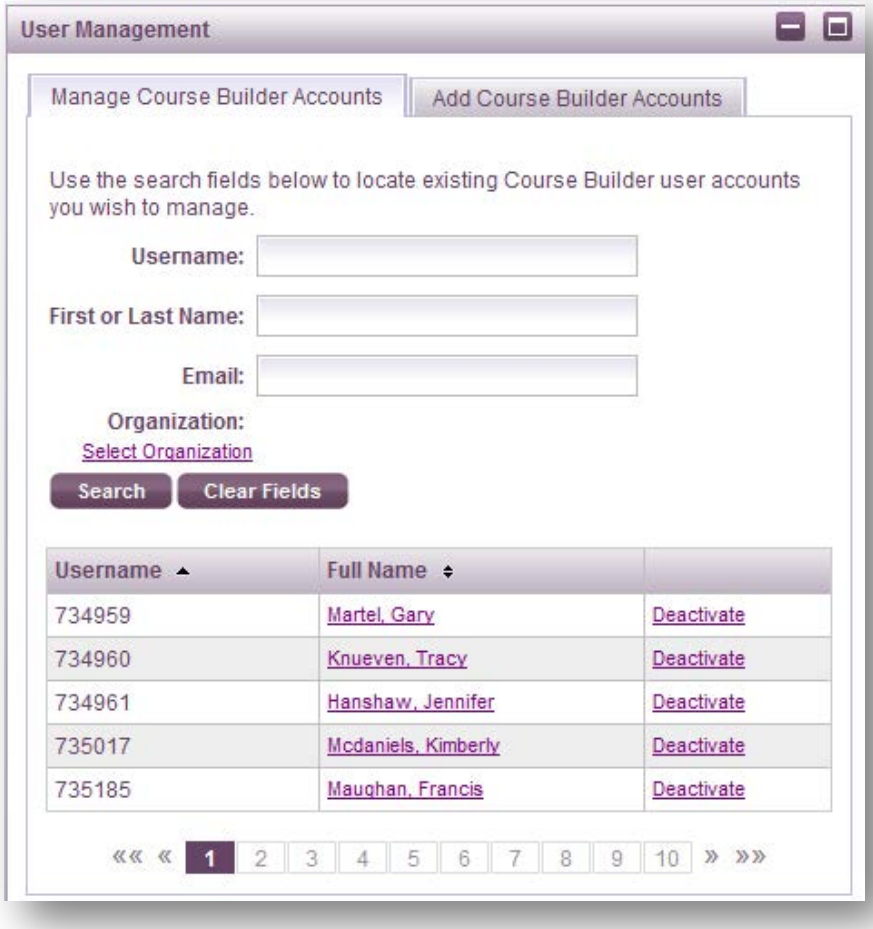


10. Click **Close** to exit the confirmation dialog box.

13.2.3.2 Modify the Roles Associated with a JKO Course Builder Account

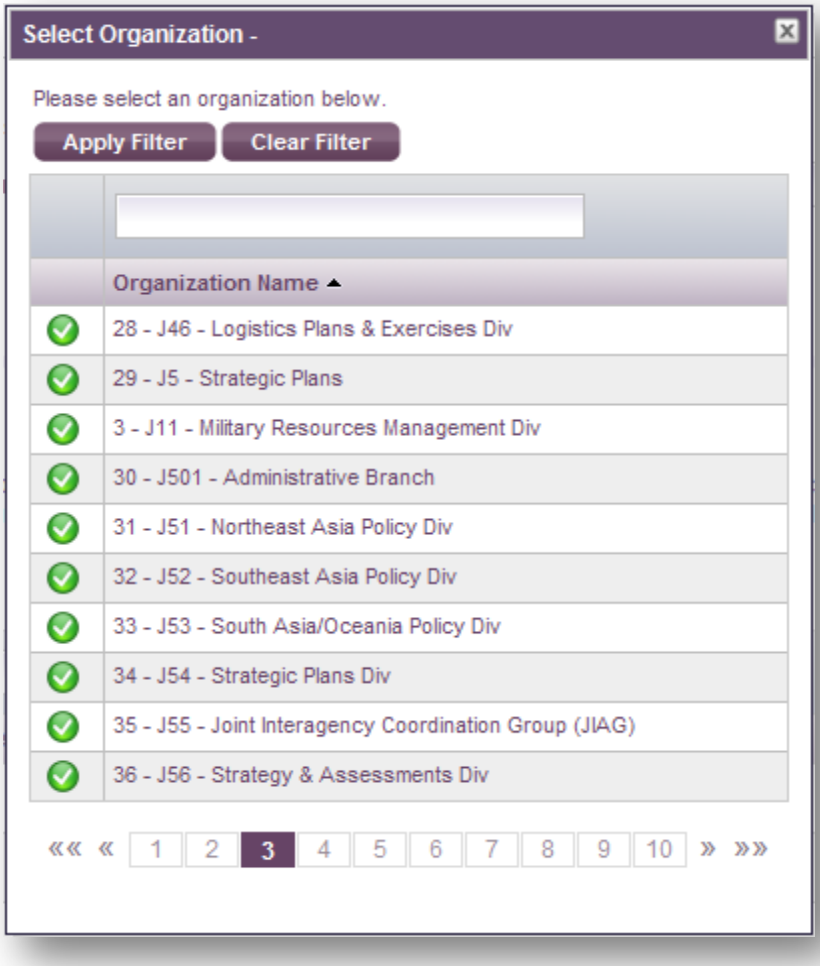
You can add or remove roles associated with a JKO Course Builder account. Use the following steps to modify the roles associated with a JKO Course Builder account:

1. On the System Administration Tab, under the **User Management gadget**, locate and click on the *Manage Course Builder Accounts* tab. The search criteria to search for JKO Course Builder accounts appear.

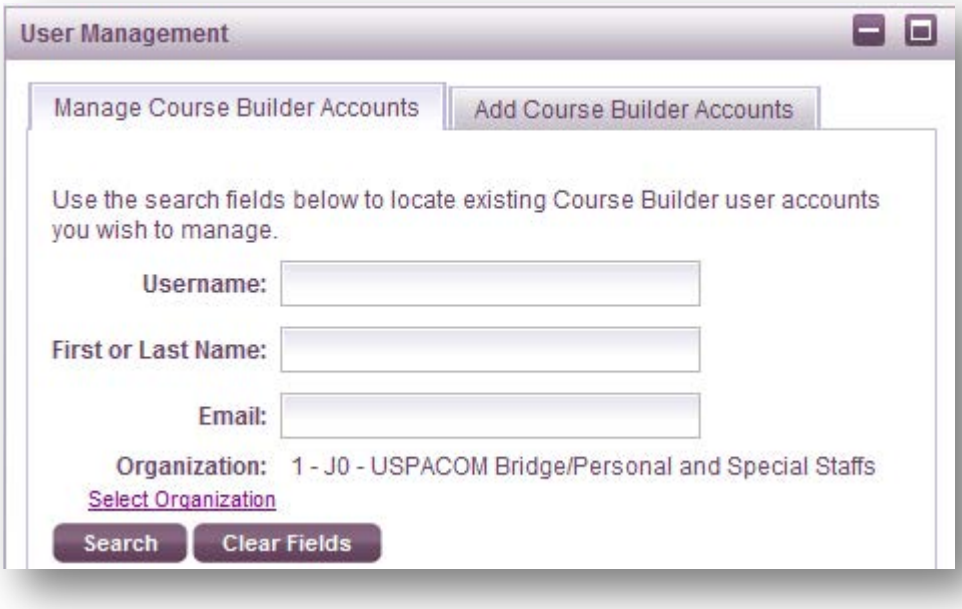


2. *Optional*. Enter text for all or a portion of the username, last name, or email address for the JKO Course Builder user account(s) you wish to modify.

3. *Optional*. Click on **Select Organization** if you want to search for JKO Course Builder user accounts associated with a specific organization. A modal dialog box with a list of organizations appears.

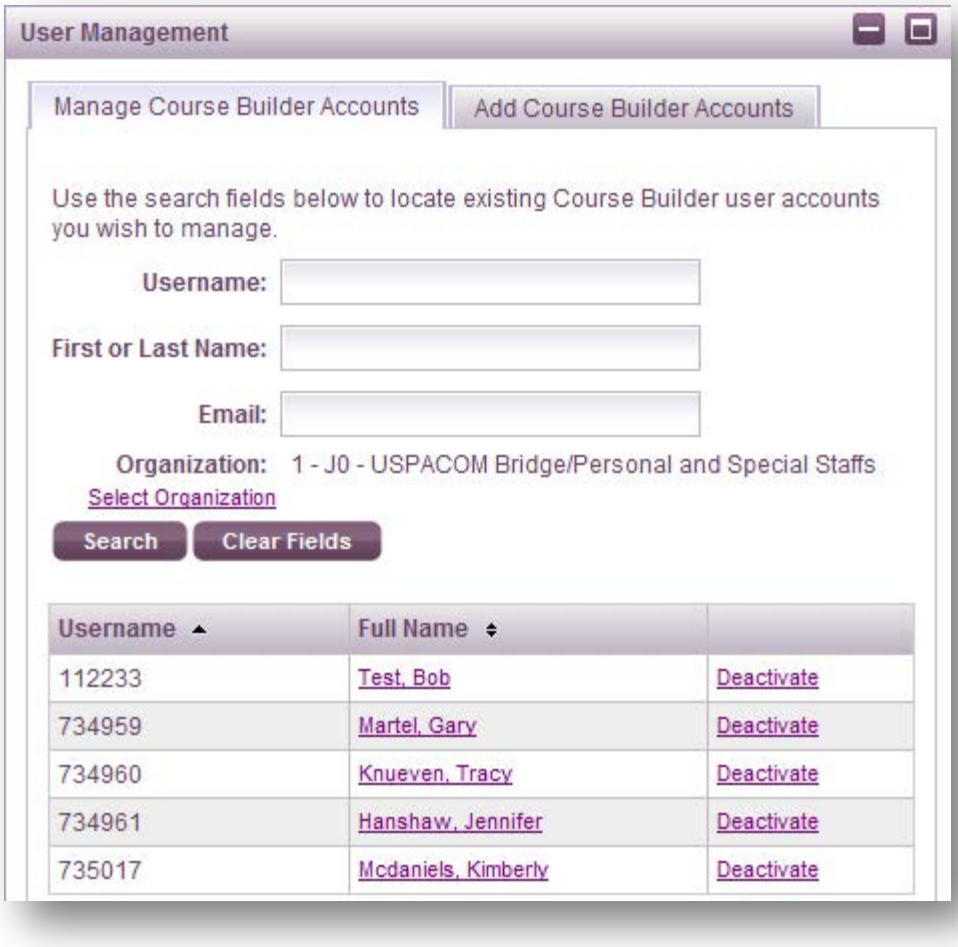

Select Organization -
Please select an organization below.
Apply Filter
Clear Filter
Organization Name
28 - J46 - Logistics Plans & Exercises Div
29 - J5 - Strategic Plans
3 - J11 - Military Resources Management Div
30 - J501 - Administrative Branch
31 - J51 - Northeast Asia Policy Div
32 - J52 - Southeast Asia Policy Div
33 - J53 - South Asia/Oceania Policy Div
34 - J54 - Strategic Plans Div
35 - J55 - Joint Interagency Coordination Group (JIAG)
36 - J56 - Strategy & Assessments Div
«« « 1 2 3 4 5 6 7 8 9 10 » »»

4. Click the icon to select an organization and close the modal dialog box. The selected organization displays in the search criteria.

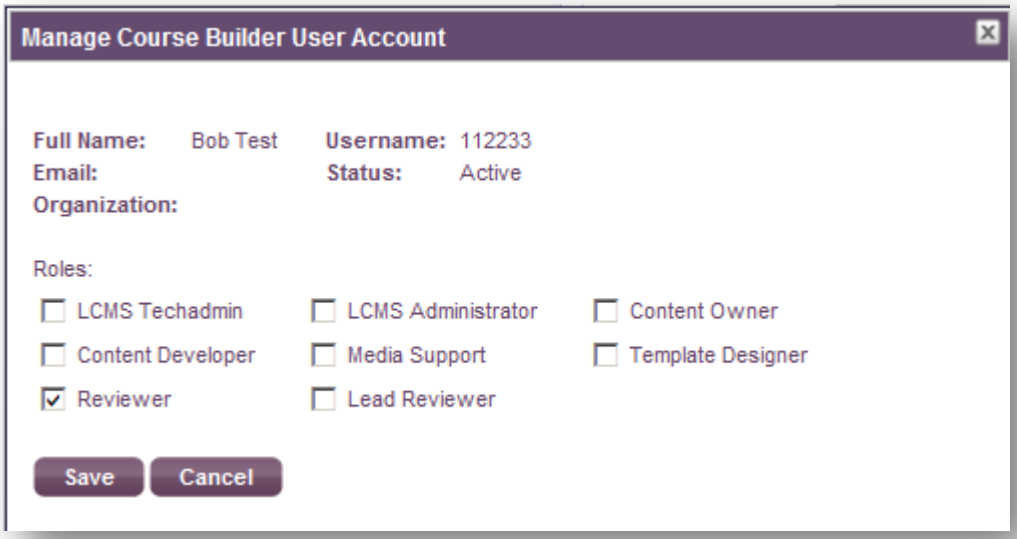


5. *Optional.* If you want to remove the organization from the search criteria, select the ⛔ icon next to the organization name to remove it from the search criteria.

6. Select **Search** to find JKO Course Builder user accounts that match the search criteria you entered. The list of JKO Course Builder accounts that match the search criteria is displayed.



7. Click the Full Name link for the JKO Course Builder user account that you want to modify. The *Manage Course Builder User Account* dialog box appears.



8. Check the JKO Course Builder roles that you want this user to have.

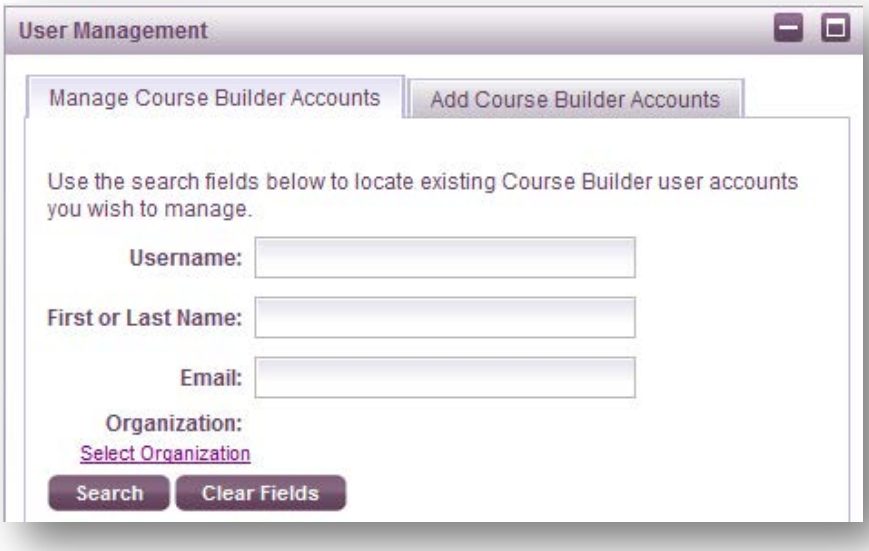
9. Click **Save** to save any changes you have made to this user's role(s).

13.2.3.3 Deactivate or Activate a JKO Course Builder Account

If you want to remove a user's access to JKO Course Builder, you can deactivate the user account. If you previously deactivated a user account and want to re-activate the account, you can activate the user account.

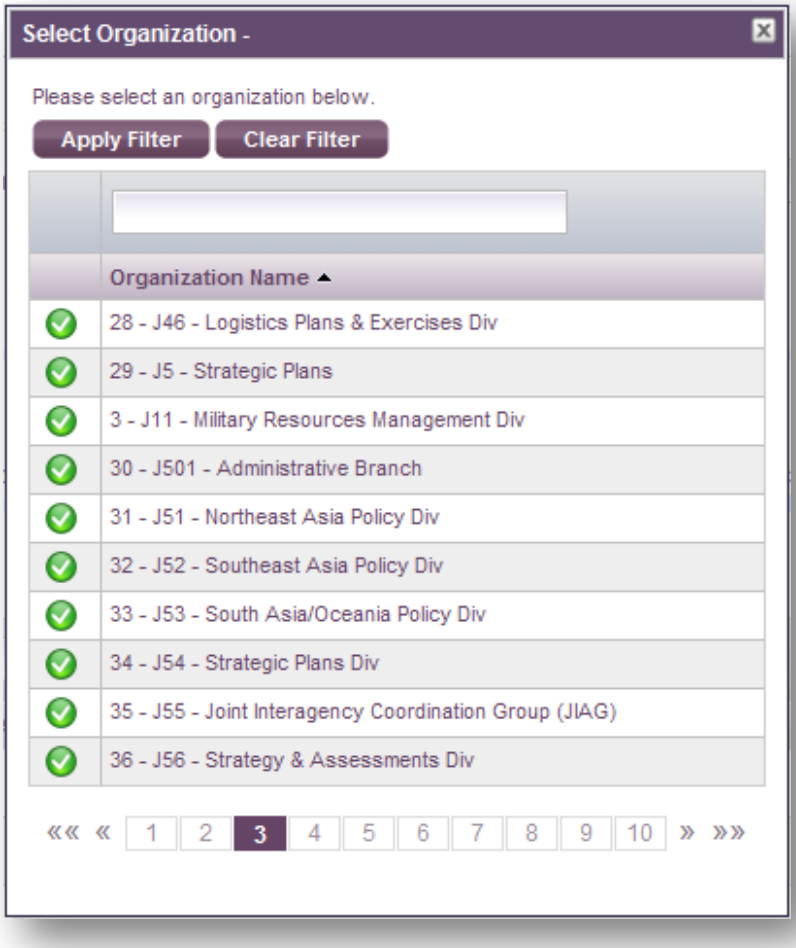
Use the following steps to deactivate or activate a JKO Course Builder account:

1. On the System Administration Tab, under the **User Management gadget**, locate and click on the *Manage Course Builder Accounts* tab. The search criteria to search for JKO Course Builder accounts appear.

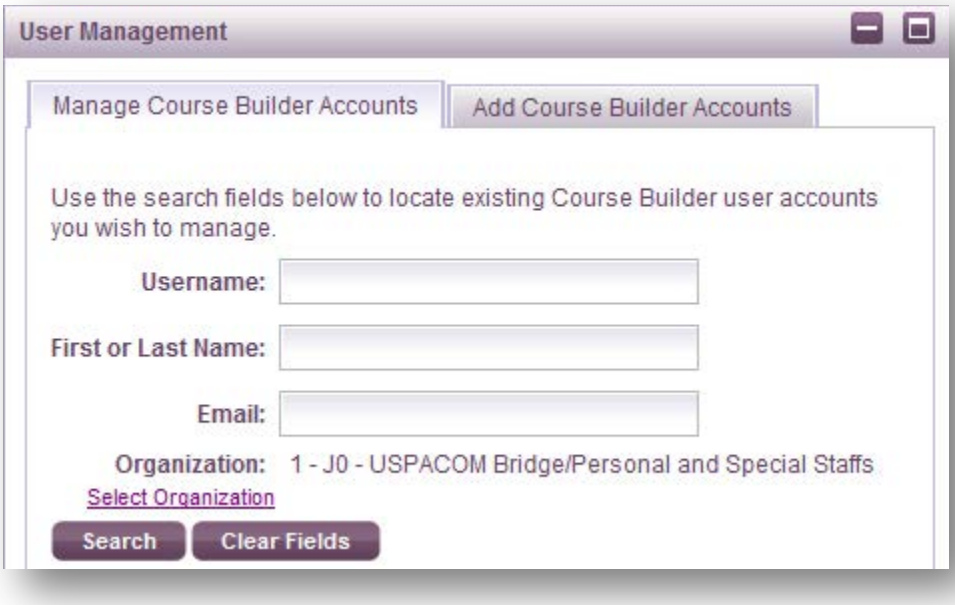


2. *Optional*. Enter text for all or a portion of the username, last name or email address for the JKO Course Builder user account(s) you wish to modify.

3. *Optional*. Click on **Select Organization** if you want to search for JKO Course Builder user accounts associated with a specific organization. A modal dialog box with a list of organizations appears.

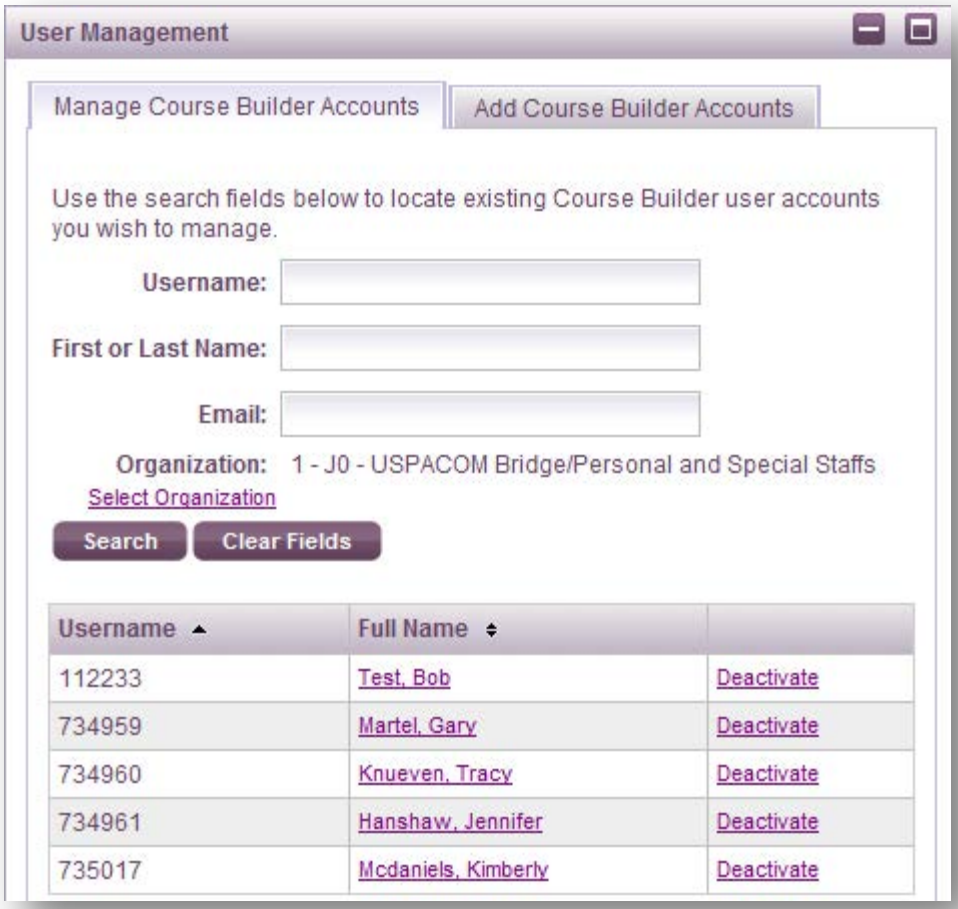

Select Organization -
Please select an organization below.
Apply Filter
Clear Filter
Organization Name
28 - J46 - Logistics Plans & Exercises Div
29 - J5 - Strategic Plans
3 - J11 - Military Resources Management Div
30 - J501 - Administrative Branch
31 - J51 - Northeast Asia Policy Div
32 - J52 - Southeast Asia Policy Div
33 - J53 - South Asia/Oceania Policy Div
34 - J54 - Strategic Plans Div
35 - J55 - Joint Interagency Coordination Group (JIAG)
36 - J56 - Strategy & Assessments Div
«« « 1 2 3 4 5 6 7 8 9 10 » »»

4. Click the icon to select an organization and close the modal dialog box. The selected organization displays in the search criteria.

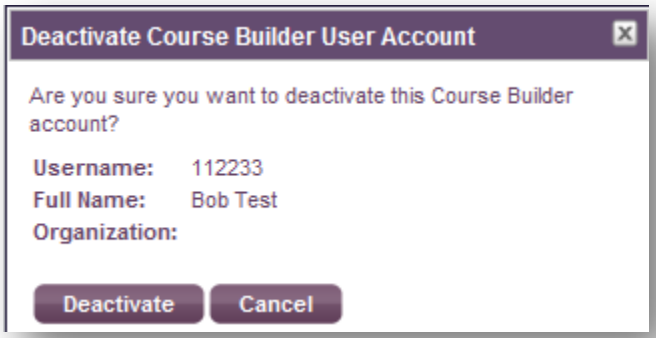


5. *Optional.* If you want to remove the organization from the search criteria, select the ⛔ icon next to the organization name to remove it from the search criteria.

6. Click **Search** to find JKO Course Builder user accounts that match the search criteria you entered. The list of JKO Course Builder accounts that match the search criteria is displayed.



7. Click the **Deactivate** (or **Activate**) link for the JKO Course Builder user account that you want to deactivate (or activate). The appropriate confirmation box displays.



8. Click **Deactivate** (or **Activate**) to change the current account status. If you do not want to change the account status, click **Cancel**.

Note: If you deactivate a JKO Course Builder account, the user account will still exist on the system and it will still be a valid account on the Nemesis development server. However, the account no longer has any access to JKO Course Builder while it is deactivated.

Appendix A: Acronym List

A

B

C

CAC	Common Access Card
CEU	Continuing Education Unit

D

DOD	Department of Defense

E

F

G

GOTS	Government Off-the-Shelf

H

HTML	Hyper Text Markup Language

I

ID	Identification

J

JRE	Java Runtime Engine

K

L

LMS	Learning Management System

M

N

N/A	Not Applicable

O

P

PDF	Portable Document Format
POC	Point of Contact

Q

R

S

SCORM	Shareable Content Object Reference Model

T

U

URL	Uniform Resource Locator

V

VM	Virtual Machine

W

WBT	Web-Based Training
WS	Workspace

X

XLS	Excel file format

Y

Z

Appendix B: Glossary

A

B

C

Collapsed View	Shows only the title bar for that gadget. This option is only available in the minimized view.
Course	A unit of training that includes a series of lessons.
Course Prefix	Provides an alphabetic and/or numeric string that identifies the name of a course.
Course Suffix	Provides an additional option for distinguishing a course by placing letters or numbers at the end of a course prefix and section number combination.
Course Version	A variation on an existing course to meet the needs of a particular audience or topic area.
Curriculum	A designated set of related courses focused on a field of study.
Curricula	Several curricula offered on a field of study.

D

E

Expanded Views	An expanded gadget only appears when the gadget is in the collapsed state.

F

G

Gadget	A snapshot of the most commonly used information and actions related by functionality. Gadgets exist in one of four states.

H

Help Desk	Individuals with the responsibility for assisting users with troubleshooting problems operating the LMS and JKO Course Builder and resolving system issues.

I

J

K

L

Learner	An individual enrolled in one or more courses.

M

Maximized View	Presents the full set of information and actions related to the functionality of a gadget.
Minimized View	Provides a snapshot of the most commonly used information and actions related to a functionality of a gadget.

N

O

P

Prerequisites	Courses a learner must complete before he or she can enroll in a course.

Q

R

Required Fields	These fields are designated by an asterisk (*) to indicate a required entry. You cannot save entries unless all required fields are completed.

S

System Administrator	Individuals with overall responsibility for maintaining all user accounts, communication tools, reports, and data collected by the system.

T

Tab	A set of related functionalities.
Technical Administrator	Individuals with the same responsibilities as a System Administrator, plus the ability to manage the spell checker, generate XML files, and change the application skin.

U

V

W

X

Y

Z

Appendix C: JKO Course Builder Roles by Gadget

The following table lists the roles within the application and identifies which gadgets they can access.

FUNCTION	ROLES							
	Course Owner	Content Developer	Media Developer	Template Developer	Lead Reviewer	Reviewer	LCMS TechAdmin	LCMS Administrator
Course Builder Tab								
Inbox	✓	✓	✓	✓	✓	✓	✓	✓
Courses I Manage	✓						✓	✓
Courses I Build	✓	✓					✓	✓
Help Modules	✓	✓					✓	✓
Media Tab								
My Media			✓				✓	✓
Reports Tab								
Reports	✓	✓	✓		✓	✓	✓	✓
Review Tab								
For My Review	✓	✓	✓		✓	✓	✓	✓
Template Management								
UI Templates				✓			✓	✓
Content Layout Templates (CLT)				✓			✓	✓
System Administration								
Admin Utilities							✓	
User Management							✓	✓

Appendix D: CSS IDs for UI Template Elements

Listed below are CSS IDs for all the UI Template elements that can be styled through an uploaded CSS style sheet, if desired.

```
NAV_BACK                    = "nav_back";
NAV_NEXT                    = "nav_next";
NAV_LAST                    = "nav_last";
NAV_FIRST                   = "nav_first";


PRINT                        = "subnav_print";
LIBRARY                      = "subnav_library";
RESOURCES                   = "subnav_resources";
GLOSSARY                    = "subnav_glossary";
HELP                        = "subnav_help";


MENU_TOC                    = "subnav_tocmenu";
MENU_GOTO                   = "nav_goto";


CONTENT_AREA                = "content_area";
BACKGROUND_IMAGE            = "background_img";


AUDIO_TRANSCRIPT            = "audio_transcript";
AUDIO_REPLAY                = "audio_replay";
AUDIO_MUTE                  = "audio_mute";
AUDIO_PAUSE                 = "audio_pause";
AUDIO_PLAY                  = "audio_play";


PAGE_NUMBER                 = "pageNumber";


TITLE_COURSE                  = "h1";
TITLE_ITEM                    = "h2";
TITLE_PAGE                    = "h3";
TITLE_DIRECTORY1            = "directoryTitle1";
TITLE_DIRECTORY2            = "directoryTitle2";
TITLE_DIRECTORY3            = "directoryTitle3";


FILE_STYLESHEET             = "file_stylesheet";
FILE_JAVASCRIPT             = "file_javascript";
```

Appendix E: Joint Investment Database (JIDB) Request for Service

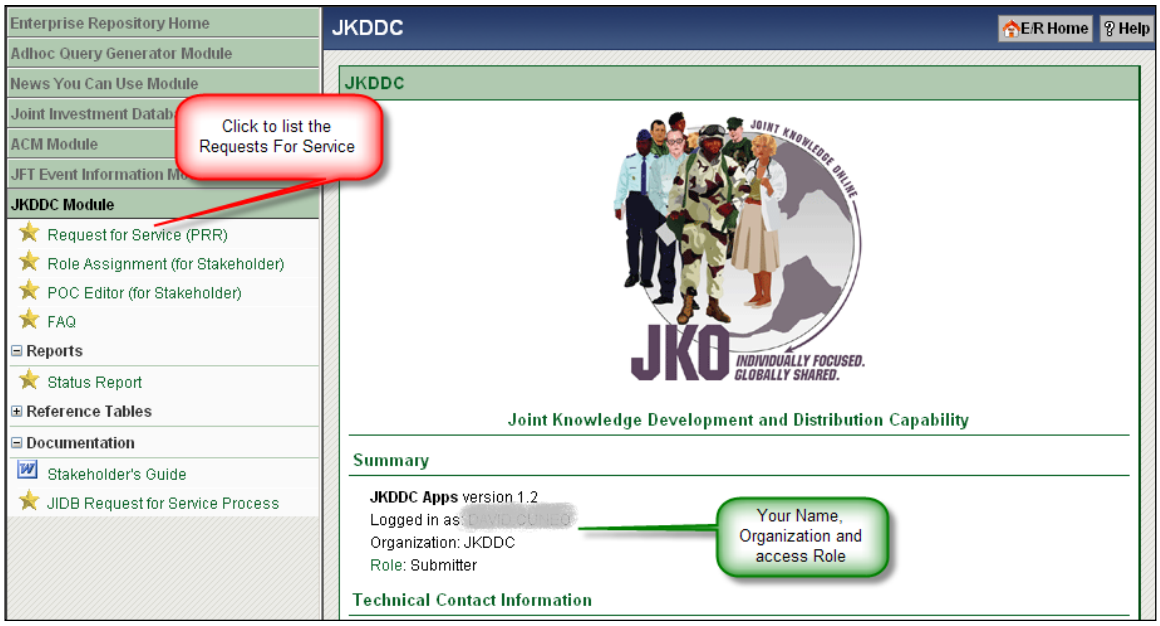
1. Creating a Request for Service

The following explains the Stakeholder actions required to submit a Request for Service (RFS) and is applicable to both Drafter and Submitter access roles. The Drafter role has permission to perform *only* the functions in 1.1 through 1.3. The Submitter role can perform functions 1.1 through 1.4.

1.1 Welcome Screen

(Role = **Drafter**, **Submitter**) Click the **JKDDC Module** link. It will expand with your menu options, based upon your designated access role to this module. The Welcome screen will identify your name, what organization (Stakeholder) you are with, and your role in this application.

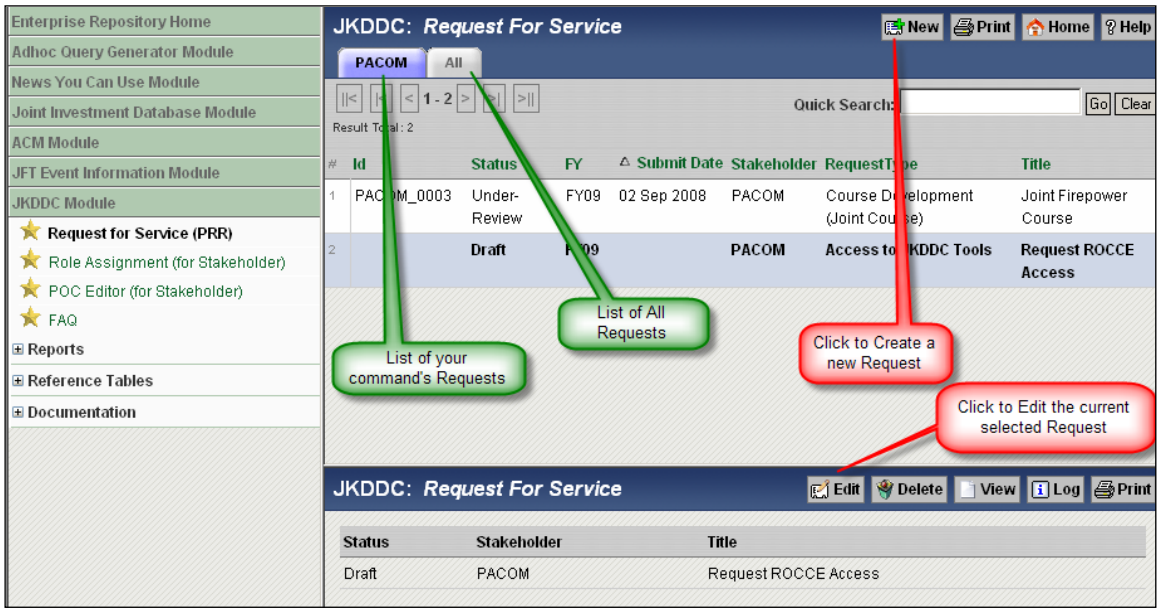
To view the current list of Requests or to create a draft request, click on the menu link **Request for Service (PRR)**.



JKDDC JIDB Welcome screen

Based on your access, you will see a screen similar to the RFS list screen below. This screen allows viewing of both draft and submitted RFSs, editing of a previously drafted RFS, and the creation of a new draft RFS.

Note: Once a draft has been submitted it can no longer be edited.



RFS Screen

Tabs:

- **Stakeholder Requests**: Displays a list of your command's RFSs. This list shows all Requests drafted and submitted by your command. No one other than your command will see Requests in draft mode (not even the JKO staff).

- **All**: Displays a list of all RFSs from all Stakeholders.

Top Buttons:

- **New**: Opens a window to create a new RFS.
- **Print:** Prints the List of RFSs as displayed on the active tab.
- **Home:** Go back to the application Home Page.
- **Help:** Online help for this application.

When you click on a draft RFS from the list, it will appear highlighted below the tool bar at the bottom of the screen.

Bottom Buttons:

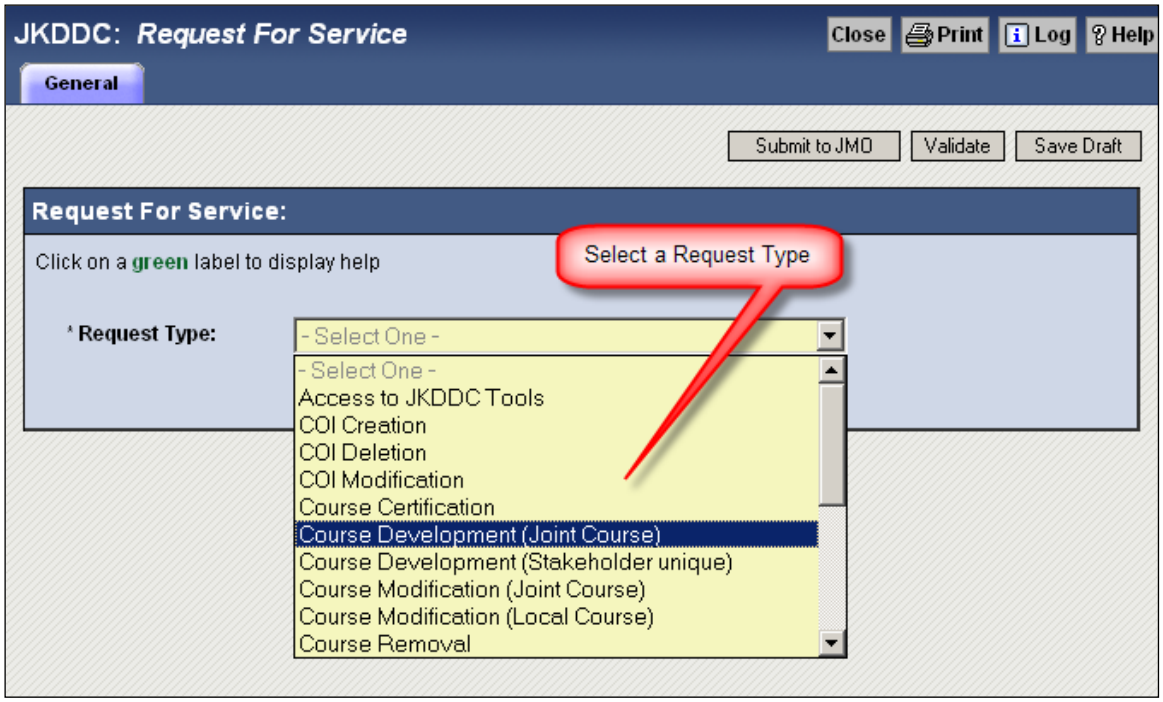
- **Edit**: Allows Drafters and Submitters to edit/change the Request.
- **Delete:** Allows Drafters and Submitters to delete the Request.
- **View:** View (read-only) the Request.
- **Log:** Display the log file for this Request.
- **Print:** Print the Request

1.2 Four Steps to Create an RFS

Step 1	Select an RFS Type.
Step 2	Progress through each tab, filling in all of the required fields.
Step 3	Click on the "Validate" button to validate your RFS.
Step 4	When complete and validated, Submitters will click on the "Submit to JMO". Once submitted, a Stakeholder can no longer modify the RFS.

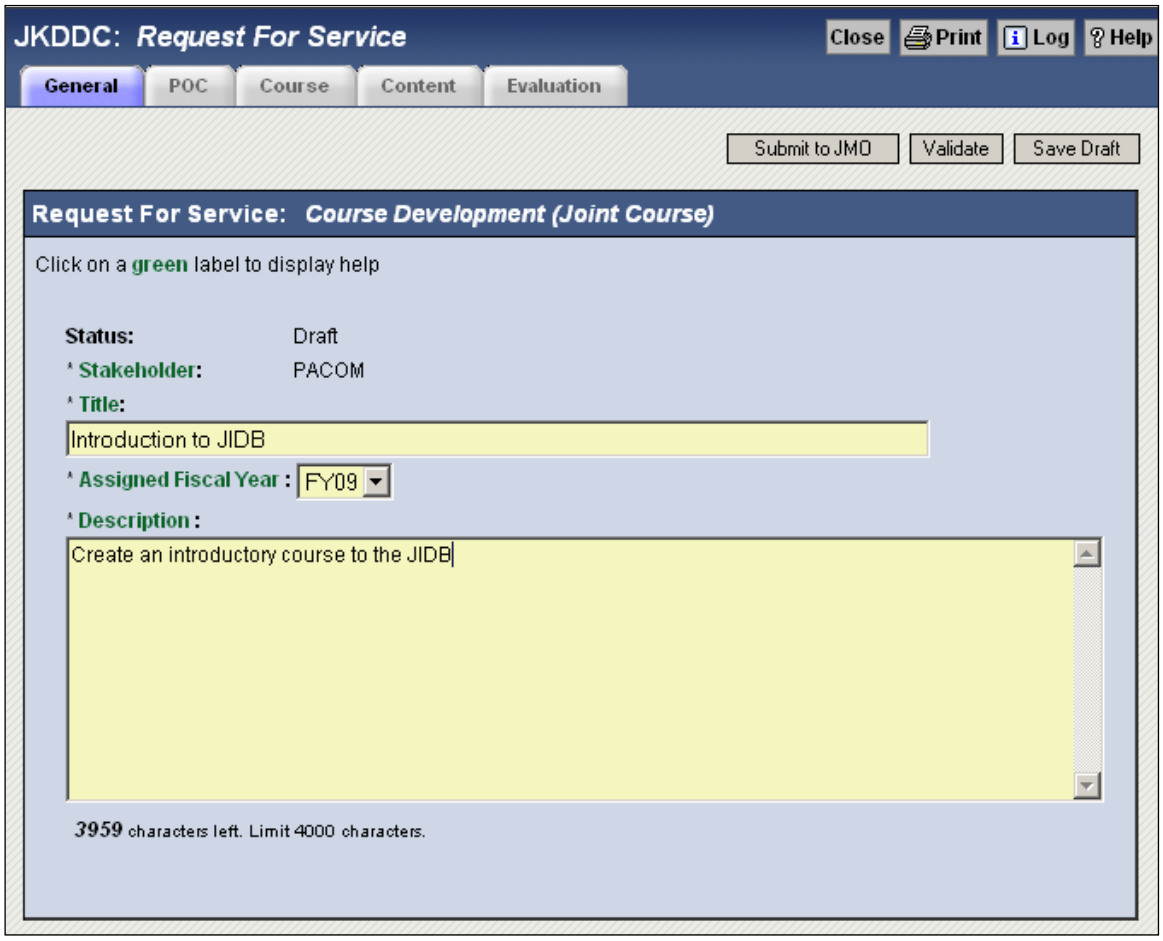
Step 1. (Role = **Drafter**, **Submitter**) Select an RFS Type.

When you create a new RFS, you must first choose the type of RFS. The subsequent screens contain data fields specific to the particular type of RFS selected.



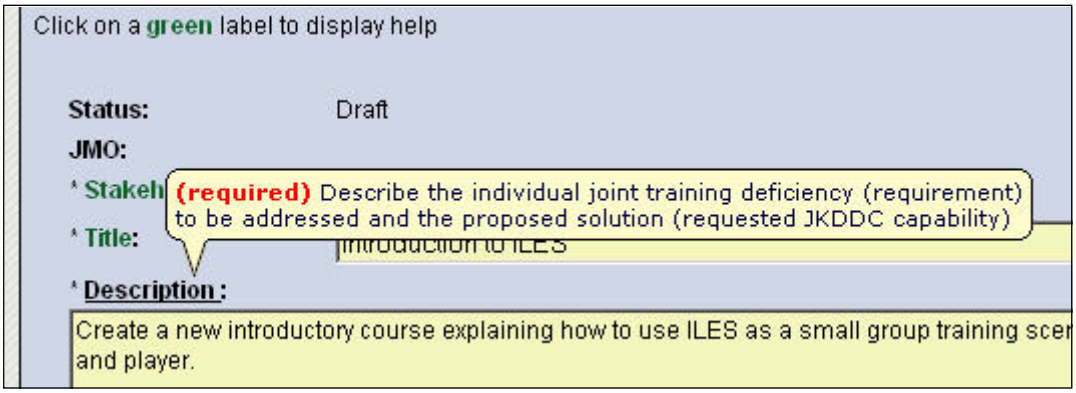
Step 2. (Role = **Drafter**, **Submitter**) Progress through each tab, filling in all of the required fields.

The RFS is divided into tabs. These tabs and the data fields on them are built dynamically, based on the type of RFS.

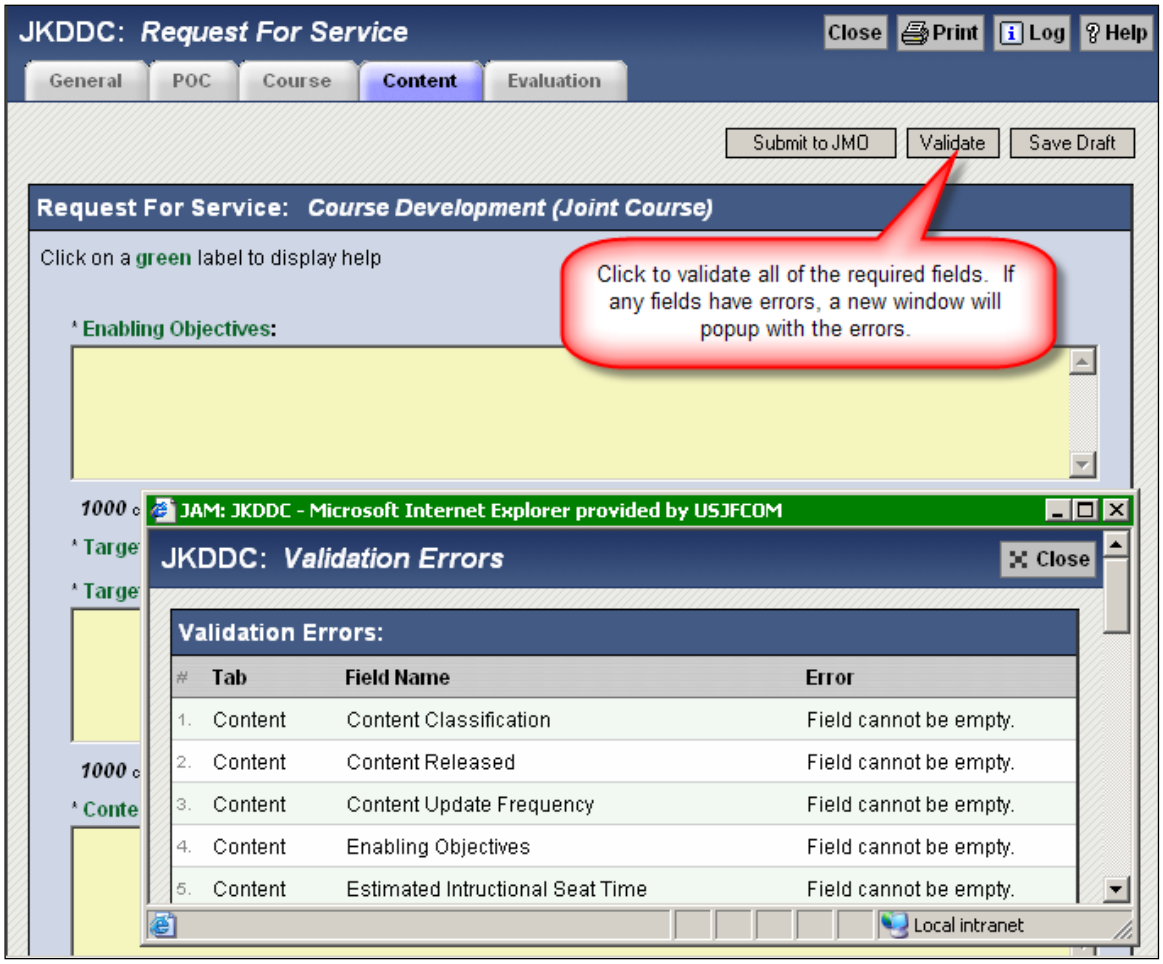


Note: Once the data field is completed for the tab selected, selecting another tab automatically saves the data in the completed tab. Exiting the completed tab without having either selected another tab or clicked **Save Draft** will result in a loss of data.

For help, move your mouse over the **green field label.** A help message will be displayed and the label will turn black.


Click on a green label to display help
Status:
Draft
JMO:
* Stakeh
(required) Describe the individual joint training deficiency (requirement) to be addressed and the proposed solution (requested JKDDC capability)
* Title:
* Description:
Create a new introductory course explaining how to use ILES as a small group training scer
and player.

Step 3. (Role = **Drafter**, **Submitter**) Click the **Validate** button to validate your Request (for Submitters, clicking the **Submit to JMO** button will also validate your Request). The validation process only checks that all required fields have been completed. **It does not validate the accuracy of the data entered.** If a required field has not been completed, the Drafter or Submitter will be prompted with a list of Validation Errors indicating the incomplete fields.


JKDDC: Request For Service
Close
Print
Log
Help
General
POC
Course
Content
Evaluation
Submit to JMO
Validate
Save Draft
Request For Service: Course Development (Joint Course)
Click on a green label to display help
Click to validate all of the required fields. If any fields have errors, a new window will popup with the errors.
* Enabling Objectives:
JAM: JKDDC - Microsoft Internet Explorer provided by USJFCOM
JKDDC: Validation Errors
Close
Validation Errors:
Tab Field Name Error
1. Content Content Classification Field cannot be empty.
2. Content Content Released Field cannot be empty.
3. Content Content Update Frequency Field cannot be empty.
4. Content Enabling Objectives Field cannot be empty.
5. Content Estimated Intructional Seat Time Field cannot be empty.
Local intranet

Step 4. (Role = **Submitter**) When the RFS is complete and validated, it is ready for submission. Only a Stakeholder's designated Submitter is able to submit an RFS to the JKDDC JIDB Manager. The Submitter will click the **Submit to JMO** button. Once an RFS is submitted, it can no longer be modified by the Stakeholder.

This page intentionally left blank.